

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 01

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 12 May 2014 at 7.00 pm.

PRESENT: Cllrs B Berryman (Chairman), J Bevan, D Biddle, R Bonser, J Greenwood, C Harris, V Hobman, C Matthews, W Osborne, B Pearman, A Preest, S Rudge, B Thomas and C Vaughan

Seven members of the public
District Cllr T Glastonbury
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. **ELECTION OF MAYOR**

Cllr Biddle proposed Cllr Berryman for the position of Mayor, **seconded by Cllr Harris**. There being no other nominations the motion was put to a vote. Unanimous.

2. **SIGNING OF MAYOR'S DECLARATION OF OFFICE**

Standing Orders were then suspended while the Cllr Berryman signed his Declaration of Acceptance of Office. Standing Orders were then reinstated.

3. **ELECTION OF DEPUTY MAYOR**

Cllr Berryman proposed Cllr Thomas for the position of Deputy Mayor. There being no other nominations the motion was put to a vote. Vote carried.

4. **ADOPTION OF:**

Lydney Town Council's 'tailored' Code of Conduct

Prior to the meeting Members were provided with a copy of the Town Council's Code of Conduct. Re-adoption **proposed by Cllr Preest, seconded by Cllr Harris**. Unanimous.

Standing Orders (including Committee Remit Document)

Prior to the meeting Members were provided with a copy of the Council's Standing Orders and its Committee Remit Document. Re-adoption was **proposed by Cllr Preest, seconded by Cllr Pearman**. Unanimous.

Financial Regulations (Standing Orders – Part 2)

Members were reminded that the Council had considered and adopted its revised Financial Regulations at the April Meeting. Re-adoption **proposed by Cllr Preest, seconded by Cllr Pearman**. Unanimous.

Members were asked to retain the above documents in their individual Procedural/Policy Folder.

5. **MEMBERSHIP OF "STANDING" COMMITTEES**

"Standing" Committee Membership

Prior to the meeting Members were provided with a paper which listed the current individual Committee membership and also those Councillors who had previously expressed an interest in joining specific Committees.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 02

As a result of the paper which had been circulated Cllr Matthews noted that it had been suggested that the membership of the Amenities and Finance & Scrutiny Committee be increased to 12 and 13 persons respectively. Accordingly, Cllr Matthews suggested that the membership of both Committees be increased to include all Councillors. Furthermore, Cllr Matthews suggested that the membership of the Personnel Committee be expanded. **Cllr Matthews proposed that the matter be an agenda item for the next meeting.**

Members were reminded that under the previous item they had adopted Standing Orders and the Committee Remit document which governed the operation of the Council's Committees. The CEO advised that if Council wished to alter the structure of its Personnel Committee such a change would need to be formally proposed.

Cllr Osborne agreed to second Cllr Matthews's motion to expand the membership numbers of the Personnel Committee, as he felt that the Committee was responsible for 75% of the Council's expenditure given that corporate expenditure was the largest single outlay. Cllr Harris explained that the Personnel Committee was responsible for staffing issues; that any staffing issues needed to be addressed in a timely manner; that quite often items needed to remain confidential and that was why it was important to maintain a small Personnel Committee structure. Cllr Berryman explained that the Personnel Committee's financial involvement related only to staff remuneration and that any planned incremental rise was, and had in the past been correctly reported to the Finance Committee/Full Council and therefore refuted Cllr Osborne's comment as a reason to expand said committee. Cllr Matthews felt that the expansion of Personnel Committee membership would protect the Council's staff. **Cllr Matthews highlighted that previous advice received from Council's Solicitor's stated that Members needed to demonstrate a "need to know" if they wished to obtain copies of Personnel Committee's confidential minutes however she did not think it fair that all Members of the Council did not have 'open' access to confidential meeting minutes/related information or knew what was being discussed at such meetings. The CEO reminded Members that when addressing matters relating to the former Clerk the Council had compromised itself by considering matters at Full Council and not via a small Committee structure initially and that this had resulted in numerous issues and unnecessary expense as the Council had been forced to use an external employment consultant. Furthermore, as Manager, the CEO requested that the minutes reflect that if Council chose to expand the Personnel Committee Membership, which the CEO pointed out it was perfectly entitled to do and as such she would seek guidance from member council's, that it had a 'duty of care' to its employees to consider the suitability/personality of each member nominated and that should Cllr Matthews be nominated/elected the CEO advised she would have no option but to seek further advice from Hedley's and the Union due to the legal advice which had been previously sought by the Council regarding issues discussed at an Extra Ordinary Full Council meeting. It was noted that the matter would be an agenda item for the next meeting (no vote taken).**

Action by – the CEO

Amenities Committee

Responding to a question which had been raised by Cllr Berryman regarding the appointment of Councillors who were not present at the meeting, **Cllr Osborne** reminded Members that the Council had previously set a precedent and **proposed that all Councillors be appointed to the Amenities Committee. Seconded by Cllr Matthews.** Vote carried.

Burial Committee

Cllr Osborne proposed that the current membership (Cllrs Harris, Hobman, Matthews, Pearman, Thomas, Rudge, the Mayor (ex officio)) remain. Seconded by Cllr Matthews. Unanimous.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 03

Finance and Scrutiny Committee

Cllr Matthews proposed that all Councillors be appointed to the Finance and Scrutiny Committee. **Seconded by Cllr Osborne.** Vote carried.

Personnel Committee

It was **proposed by Cllr Osborne** that the current membership remain (Finance and Scrutiny Chairman, Mayor and Cllr Harris) for a period of two months in order to allow council to consider the Committee structure as an agenda item. **Seconded by Cllr Hobman.** Unanimous.

Planning and Highway Committee

Cllrs Hobman, Matthews and Bevan voiced their desire to stand down from the Committee. No requests were made to join the Committee therefore it was **proposed by Cllr Osborne, seconded by Cllr Matthews,** that the Committee would remain of Cllrs Harris, Greenwood, Preest, Thomas, Vaughan, the Mayor (ex officio)). Vote carried.

Christmas Working Party

It was **proposed by Cllr Matthews, seconded by Cllr Harris,** that the current Working Party would remain (Cllrs Berryman, Bonser, Harris, Hobman, Rudge and Vaughan). Unanimous.

Election of Committee Chairman/Vice Chairman

Finance and Scrutiny Committee

Chairman: **Cllr Preest proposed** Cllr Pearman for the position. **Seconded by Cllr Harris.** Vote carried.

Vice Chairman: **Cllr Matthews proposed** Cllr Osborne for the position. **Seconded by Cllr Hobman.** Vote carried.

Planning and Highway Committee

Chairman: **Cllr Preest proposed** Cllr Thomas for the position. **Seconded by Cllr Vaughan.**
Cllr Pearman proposed Cllr Greenwood for the position. **Seconded by Cllr Bonser.**
Cllr Osborne proposed Cllr Preest for the position, however, Cllr Preest declined the nomination.

Cllrs Thomas and Greenwood then elected to stand down from their nominations and it was suggested to Members that they consider the Chairmanship of the Amenities Committee prior to considering that of the Planning and Highways Committee.

Amenities Committee

Chairman: **Cllr Berryman proposed** Cllr Thomas for the position. Unanimous.

Vice Chairman: **Cllr Osborne proposed** Cllr Hobman for the position. **Seconded by Cllr Matthews.** Unanimous.

Attention then reverted to the Chairmanship of the Planning and Highways Committee. Cllr Greenwood advised that he was now prepared to accept his nomination as Chairman. The nomination was put to a vote which was unanimous.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 04

Regarding the position of Vice Chairman, **Cllr Matthews proposed Cllr Preest to the position. Seconded by Cllr Osborne. Unanimous.**

Burial Committee

Chairman: **Cllr Berryman proposed Cllr Harris for the position. Seconded by Cllr Hobman. Unanimous.**

Vice Chairman: **Cllr Preest proposed Cllr Rudge for the position. Seconded by Cllr Harris. Unanimous.**

Election of one nominated Finance and Scrutiny Member to that of the Personnel Committee

Matter deferred for two months, as per previous discussion.

6. ELECTION OF "LEAD" COUNCILLOR/VICE CHAIRMAN

Lydney Recreation Trust

Lead Councillor/
Chairman: **Cllr Hobman proposed Cllr Biddle for the position. Seconded by Cllr Matthews.**

Cllr Vaughan proposed Cllr Preest for the position. Seconded by Cllr Harris.

The nominations were then put to a vote and Cllr Preest was elected to the position.

Vice Chairman: **Cllr Bonser proposed Cllr Biddle for the position. Seconded by Cllr Thomas. Unanimous.**

Bathurst Park and Recreation Trust

Lead Councillor/
Chairman: **Cllr Osborne proposed Cllr Matthews for the position. Seconded by Cllr Biddle. Unanimous.**

Vice Chairman: **Cllr Harris proposed Cllr Bonser for the position, however, Cllr Bonser declined the nomination.**

Cllr Osborne proposed that the appointment of a Vice Chairman be deferred until the June meeting. No objection was raised.

Action by – the CEO

7. ELECTION OF COUNCIL REPRESENTATIVE TO OUTSIDE BODIES,

CHARITABLE TRUSTS

Lydney Town Hall (2)	Cllrs Bonser and Matthews
Twinning Committee (2)	Cllrs Biddle and Berryman
Adverse Weather Wardens (2)	Cllrs Harris, Preest, Berryman and Bevan
Citizens Advice Bureau (1)	Cllr Vaughan
Nuclear Electric (1)	Cllr Greenwood
Rural Sounding Board of Parish Council Representatives (1)	Cllr Greenwood
Crime Prevention Panel/Glos Constabulary (1)	Cllr Bonser
British Legion (1)	Cllr Rudge
War Memorial Officer (1)	Cllrs Rudge and Ives (Cllr Osborne to act as mentor)
Forest of Dean Health Forum (1)	Cllrs Greenwood and Bonser
Road Safety Liaison Committee (2)	Cllrs Preest and Matthews
Bledisloe New Zealand Trust (1)	Cllr Osborne
Lydney Docks Partnership (1)	Cllr Thomas

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 05

Rail/Transport Matters (1)	Cllr Thomas
Gloucestershire Chartered Parish Group (1)	Cllr Matthews
Lydney Air Quality Management (LAQM) (1)	Cllr Preest
Lydney Area in Partnership (1)	Cllr Thomas
Forestry Commission Advisory Committee (1)	Cllrs Thomas and Greenwood
Gloucestershire Association of Parish and Town Councils (Lydney Representative) (1)	Cllr Matthews


Lydney Youth Council

Cllr Matthews advised that a positive meeting had taken place with the Vibe Café who had expressed a willingness to take the Youth Council forward and provide assistance with funding and officer support (including the agenda/production of minutes). Cllr Matthews believed that the venue would allow a less formal approach to be taken with the Youth Council, as she felt that the formality of the Council Chamber to be a barrier to membership. Cllr Matthews then spoke on a positive meeting which had taken place with The Dean Academy who had agreed to hold their own elections to determine appointed representatives; that there would be no need for Town Council Officer involvement with the Youth Council as all duties/facilities would be provided by the Vibe Café.

Whilst Cllr Matthews stressed that the Youth Council could be operated at no cost to the Council, she suggested that the Council may wish to consider providing a donation to the Vibe Café of £700-800 for their assistance with meetings, etc.

Cllr Berryman felt that the Youth Council should not move away from mirroring the Town Council's meeting structure; however, Cllr Pearman spoke in support of youths in the Town being permitted to form a Youth Council. The CEO sought clarification that the Vibe Café would cover all liability and insurance issues if the Youth Council were based at the facility (including liability relating to that of a website/social media platform). Speaking as a Trustee of the Vibe Café, Cllr Biddle confirmed that the Vibe Café would accept and insure against all such related liability.

Whilst he supported the principle of a Youth Council, Cllr Osborne spoke against any move to disassociate the Youth Council from the Town Council. Furthermore, Cllr Osborne suggested that a member of the Youth Council should attend monthly Council meetings in order that they were aware of the Town Council's business. Cllr Matthews suggested that it may be possible for the Youth Council to nominate a representative to provide a report at Council meetings; stressed the need to interest young people and voiced a belief that they should not be dictated to. Cllr Osborne voiced his agreement to a representative from the Youth Council providing a report to the Council and then leave the meeting after 20 minutes.

Cllr Bonser stressed the Council's ultimate aim, to achieve a Youth Council, and felt that Members' involvement needed to be as Town Councillors. The CEO advised members that Councillors would be covered by the Town Council's insurance if they were appointed as Town Council representatives. Cllr Matthews recommended that initially informal meetings should be held at the Vibe Café in order to gauge interest from youths regarding the formation of a Youth Council. The CEO requested that it be noted that as Council's Officers were not required to manage/administer the Youth Council structure (*as it was to being taken 'out of house'*), that they could not be held responsible/accountable for any breach in legislative/financial compliance. **Noted.** At 

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 06

this point it was **proposed by Cllr Osborne** that Cllrs Matthews, Vaughan and Rudge be appointed as the Town Council's representatives. The motion was not seconded and Cllr Vaughan voiced her desire to withdraw as a representative. **Cllr Osborne then proposed** that Cllr Matthews, Rudge and Ives be appointed as the Town Council's representatives to the Youth Council. **Seconded by Cllr Pearman. Unanimous.**

Election of Council Representative to "Standing" Working Parties

Lydney's NDP

It was **proposed by Cllr Matthews, seconded by Cllr Harris**, that the current Working Party would remain (Cllrs Berryman, Bonser, Ives, Pearman, Preest and Thomas). Cllr Pearman also requested the inclusion of Cllr Greenwood in the Working Party. **Unanimous.**

Lydney Flood Defence

It was **proposed by Cllr Harris, seconded by Cllr Thomas**, that Cllr Vaughan would be added to the current Working Party of Cllrs Berryman, Bevan, Pearman, Preest and Thomas. **Unanimous.**

Christmas Working Party

Discussed previously in the meeting.

Lydney In Bloom

Cllr Vaughan voiced a desire to join the Working Party. Cllr Bonser advised that she had attended meetings on behalf of Cllr Matthews (and not in her own capacity), and voiced an intention to attend future meetings on an adhoc basis. It was **proposed by Cllr Berryman**, that Cllr Vaughan would be added to the current Working Party of Cllrs Berryman, Biddle, Harris, Matthews and Thomas. **Unanimous.**

8. APPOINTMENT OF BANKERS/CHEQUE AND PAYMENT SIGNATORIES

Town Council's Bankers

It was **proposed by Cllr Preest, seconded by Cllr Harris**, that the Council would remain with its current Bankers, Lloyds Bank. **Unanimous.**

Cheque Signatories

It was **proposed by Cllr Harris, seconded by Cllr Pearman**, that the Council would retain its existing signatories. **Unanimous.**

Payment Schedule

Members were reminded that the payment schedule relating to payments addressed by electronic payment methods had been duly approved at the April Full Council meeting. **Noted.**


9. TO REVIEW/ADOPT ACCORDINGLY THE FOLLOWING DOCUMENTATION:

Town Council's Complaints Procedure

Members were provided with a copy of the procedure prior to the meeting. Adoption **proposed by Cllr Preest, seconded by Cllr Harris. Unanimous.**

Freedom of Information Act 2000 – Publication Scheme

Prior to the meeting Members were provided with a copy of the Council's Publication Scheme.

Cllr Matthews questioned how the Council could levy a charge of £25.00, as she believed that Public Authorities were only entitled to charge for photocopying and postage. 

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 07

Members were informed that advice had been sought regarding the Council's ability to charge. Cllr Matthews spoke against the CEO's advice, as she had personally contacted the Information Commissioners Office on the matter. It was **proposed by Cllr Preest** that adoption of the Publication Scheme would be deferred until the matter could be investigated. Whilst the motion was not seconded, no objection to the proposal was voiced (**no vote taken**).

Action by – the CEO

Meeting Schedule – Civic Year 2014/15

Prior to the meeting Members were provided with a copy of the 2014-15 Meeting Schedule. Members were informed that Lydney Town Hall had now been booked for the Annual Town Meeting on Monday 20 April 2015. Adoption **proposed by Cllr Bonser, seconded by Cllr Harris**. Unanimous.

Financial Risk Management

Prior to the meeting Members were provided with a copy of the Council's Financial Risk Management document. Adoption **proposed by Cllr Bonser, seconded by Cllr Harris**. Unanimous.

Town Council's Insurance Provision

Members were advised that the Council would remain with its current insurance provider due to its contracted period. Members were also asked to inform the CEO if they were aged over 80, due to implications with the Council's insurance.

10. APPOINTMENT OF MAYOR'S CADET

Members were provided with a copy of the nomination of Able Cadet Amy Stewart which had been received from the Commanding Officer of the Forest of Dean Sea Cadets. Acceptance of the nomination was **proposed by Cllr Berryman**. Unanimous. Members noted that Able Cadet Stewart would be invited to attend the next meeting in order that she may be presented with her official badge.

It was suggested by Cllr Osborne, and unanimously agreed, that in addition to assisting the Mayor with raising the Armed Forces Day flag, the Mayor's Cadet would also assist the Mayor with raising the Union flag on occasions where agreed "flag" dates occurred on weekends.

Action by – the Mayor/Mayor's Cadet

11. APOLOGIES

Apologies for absence were received and noted from Cllr Ives.

12. DECLARATIONS OF INTEREST

None.

13. MINUTES OF PREVIOUS MEETING

Approval of the minutes of the Town Council meeting held on 14 April 2014 was **proposed by Cllr Harris, seconded by Cllr Bevan**. Vote carried.

Cllr Preest enquired if any response had been received from Forest of Dean District Council regarding the submission of the Examiner's Report for the Neighbourhood Development Plan (NDP). Whilst a response had yet to be received from the District Council, Cllr Pearman advised that that the matter would be discussed at the NDP meeting on 14 May 2014. Cllr Pearman also accepted Cllr Preest's offer to raise the matter with Mr Mark Harper MP, during their forthcoming meeting.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 08

14. POLICE MATTERS

Prior to the meeting Members were provided with a copy of the Crime Report, the contents of which were duly noted.

Cllr Harris welcomed the visible presence of the new Beat Manager's patrols in the Town. Cllr Berryman reported that an e-mail had been received advising of the appointment of Richard Pitman as the new Community Sargent for Forest South from April 2014. Cllr Harris requested that the Council's appreciation of the visible presence provided by the new Beat Manager be relayed to the Officer concerned and it was noted that the new Community Sargent had also been viewed patrolling the Town.

Action by – the CEO

Whilst she was pleased to note that the Crime Report recorded a reduction in shoplifting related incidents, Cllr Matthews was concerned to note an increase in rapes/sexual assaults. Cllr Osborne also noted an increase in violence related incidents for Lydney East and it was agreed that the Police would be asked to attend the next meeting to report on actions which could be taken to tackle the issues.

Action by – the CEO

Agenda item 21 – Oakdale was then discussed, however, the minutes reflect the order as shown on the agenda.

15. OPEN FORUM

Ms R Reeves, 10 Bledisloe Way, Lydney – read out a statement made on behalf of Oakdale Links in connection with Agenda Item 21 – Oakdale. Ms Reeves advised that Oakdale Links possessed a constitution signed by members of the Steering Group past and present; that the constitution followed a standard protocol for residents' associations; that all residents are members unless they choose to opt out; that the constitution was available through the Oakdale Links website; people who had previously expressed an interest in joining the Steering Committee had been invited to join; that new members had been recruited throughout the year; that members represented tenants, shared ownership and owner-occupiers; that the Group possessed an Equality and Diversity Policy and had been asked to join focus groups due to their Asset-Based Community Development approach; that the Group sort to involve residents in their decision making and had actively encouraged participation in applications for grants for projects of their own; had met with residents who voiced concerns and were working with them to come up with an action plan and to encourage good community relations; were looking forward to celebrating their first year's progress at their Annual General Meeting in June.

Mr B Hobman, 31 Albert Street, Lydney – offered congratulations to the Mayor on his re-election and suggested that the Council may wish to consider holding a formal Mayor Making night, perhaps at an alternative venue, which would allow invitations to be extended to other parties to attend. Cllr Berryman requested that the matter be an agenda for the next meeting.

Action by – the CEO

16. COMMUNICATIONS BY THE MAYOR

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

- Attended one function at Gloucester Cathedral.

Cllr Berryman extended thanks to Cllr Pearman for attending an event in Newent on his behalf.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 09

17. CEOs REPORT

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

- Cllr Bonser advised that earlier in the meeting she had provided the Executive Officer with a contact number for the Town Hall Trust Chairman, who had agreed to act as an emergency contact for the Town Hall, in order that it may be included as a Place of Safety in the Community Emergency Plan.
- Members were provided with a copy of the Councillor Public Surgery Rota and were asked to liaise with their fellow Councillors if they were unable to hold a “surgery” during their allotted month. Members were also reminded that they would need to collect the Councillor Surgery Banner from the Council’s office prior to holding their surgery, and also obtain permission from the relevant food retailer to hold a “surgery” at the front of their premises.
- Members were also provided with a timetable of In-house Audit Check meetings for 2014-15. Members were requested to inform the CEO if they were not able to attend on the date/time shown. Cllr Bonser advised that she would not be able to attend due to work commitments during the day time.

Replacement of Kitchen Window

Members were reminded that at the last meeting they were advised of the need to replace the window in the Kitchen which had been damaged as a result of a criminal incident. Members were advised that three organisations had advised that it was not cost effective to re-glaze the window and had recommended its replacement with a modern alternative for approximately £600. Accordingly, Members were asked if they wished to replace both old-fashioned window units in the kitchen for the cost of £990 including VAT by Glevum Windows or if they merely wished to replace the singular broken unit. Responding to a question which had been raised by Cllr Bonser, members noted that it would be necessary to fund the replacement window(s) from General Reserves. It was **proposed by Cllr Bonser, seconded by Cllr Harris**, that the Council would replace both windows in the Kitchen. Unanimous.

Action by – the CEO


Health and Safety

Members were advised that the Fire Inspection Reports for the Town Council Office, the Workshop and the Pavilion in Bathurst Park had since been addressed at a total cost of £200. Furthermore, that Bathurst Park and Recreation Trust would be recharged for the cost of the work relating to their ownership areas.

Members were also advised that the Town Council Office and the Workshop in Bathurst Park would undergo a five year fixed wiring test.

Members noted that both issues had already been actioned due to health and safety implications. **Noted.**

Accident

Members were informed that an accident occurred in Bathurst Park approximately 12 months ago for which an insurance claim had now been received. Members noted that the claim was currently being assessed by the Council’s Insurer and that at this stage any liability lay with the Town Council, not the Bathurst Park and Recreation Trust. 

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 10

Training

Members were pleased to note that the Executive Officer had successfully attained her Certificate in Local Council Administration (CiLCA).

Members were disappointed to note that the Head Groundsman had since decided not to undertake a Masters in Horticulture due in part to the five year “claw back” imposed on the first year of study by Council and also the lack of a firm commitment that Council would continue to sponsor him for the entirety of the course duration.

During discussion Cllr Osborne felt that the Council had agreed to fund the whole of the Head Groundsman’s course and had levied a five year claw back against the whole of the course. However, Cllr Bonser felt that it would be irrational for the Council to enter into a long-term commitment when it was not aware of its future finances. Cllr Harris highlighted that the Council had already agreed a training budget for the 2014-2015 year. Cllr Matthews stated that whilst she was the biggest advocate for training, Members needed to appreciate that training opportunities were being reduced by employers. Cllr Matthews also reported that she had passed her Honours Degree earlier in the day.

Whilst she appreciated that the Council possessed a training budget, Cllr Bonser felt that the Council’s staff would need to appreciate that the majority of said budget would be utilised by the Head Groundsman’s course. Cllr Pearman urged his fellow Councillors to recognise that the Council was a service provider with its biggest asset being that of its employees. Cllr Pearman stressed that pleasing comments had been received from the public regarding the work of the Ground and Office staff; highlighted that all employees undergo an annual appraisal and expressed disappointment that the Council were not now supporting its employees.

Gloucestershire Association of Parish and Town Councils (GAPTC) Training Course

Cllrs Vaughan, Greenwood and Rudge were invited to provide their thoughts on the benefits of attending a recent “Being a Better Councillor” training course held by GAPTC. All Councillors spoke in support of attending the training course as it enabled them to develop their knowledge and afforded them the opportunity to exchange ideas with Councillors from other towns.

18. FINANCIAL MATTERS

FINANCIAL STATEMENT -

MAY 2014

Opening Bank Balances as 1st April 2014

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

2013/14 Commitments Brought Forward
-£30,434.22

RECEIPTS

Receipts APRIL	(Incl 1st instal of Precept)	242,989.58	Receipts Summary attached
Receipts MAY		-	
Receipts JUNE		-	
Receipts JULY		-	
Receipts AUGUST		-	
Receipts SEPTEMBER		-	
Receipts OCTOBER		-	

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 11

Receipts NOVEMBER	-
Receipts DECEMBER	-
Receipts JANUARY	-
Receipts FEBRUARY	-
Receipts MARCH	-
NDP: Income banked to NDP current a/c	0.00
Youth Council: Income banked to YC current a/c	0.00
Total Receipts YTD	242,989.58

PAYMENTS	
Payments APRIL	23,319.38
Payments MAY	34,736.21
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	-
NDP: Cheque Payments to date from NDP a/c	0.00
Cheque Payments to date from Youth Council a/c	0.00
Total Payments YTD	58,055.59
Total	430,878.30

Detailed below

Reconciled Bank Statements as at end	APRIL	Bank statements attached
LLOYDS BANK - Current account	230,055.66	<i>£4k to be moved to E/M Machinery Reserve</i>
LLOYDS BANK - Youth Council - current	885.96	no recent transactions
LLOYDS BANK - NDP - current	3,627.55	no recent transactions
LLOYDS BANK - Earmarked Reserves:		
S106	29,191.50	
Lydney War Memorial	1,197.00	
Play Areas	8,000.00	
Cemetery	1,842.14	
Machinery Reserve	0.00	<i>£4k May-14 Set up by transfer of 2013/14 Amenities balances</i>
	40,230.64	
LLOYDS BANK - General Reserve	156,078.49	
	196,309.13	
Bank Balances as at: 30-Apr-14	430,878.30	0.00 check

<u>MAY PAYMENTS</u>	<u>Postcode</u>	<u>Chq. No</u>	<u>Details/Spending Power:</u>
<u>Payments made by Direct Debit/Standing Order</u>			via General Power of Competence
ATOS Fuel Genie	15.4.14	300.20 DD	Monthly Fuel for van/mowers
Tate Computer Technology	22.4.14	79.20 STO	Monthly IT services
Cablestream Ltd	22.4.14	160.04 DD	Monthly Telephone
Npower	23.4.14	171.03 DD	Annual CCTV
Forest Equipment Services	24.4.14	720.76 STO	Monthly Litter Picking
Dean Truck Repairs	28.4.14	234.00 STO	Monthly Van Lease
Interim Payments: Sub total		1,665.23	
<u>Interim Payments made in advance of meeting:</u>			
<i>none</i>			
Interim Payments: Sub total		0.00	
Payments for approval at meeting held on: 12th May 2014			
Corporate Expenditure	~	11,587.16 BACS	Monthly May
HMRC	~	3,123.93 BACS	Monthly May
Gloucestershire LGPS	~	4,161.18 BACS	Monthly May

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 12

<i>Legge Construction</i>	GL15	7,896.00	7571	Ad hoc	<i>General Reserve: Office Roof Repairs</i>
Mr Cackett	GL16	22.00	7572	Biannual	<i>B'fwd from 2014/15: Floral Displays</i>
Columbaria Company	HU8	168.00	7573	Ad hoc	<i>B'fwd from 2014/15: Cemetery</i>
FoDDC	GL16	1,984.06	7574	Ad hoc	<i>B'fwd from 2014/15: Election Costs</i>
Training Expenses	~	20.28	7575	Ad hoc	<i>Training</i>
DBC Solutions Ltd	GL15	200.00	7576	Annual	<i>Health & Safety</i>
FoDDC	GL16	0.00	n/a	Annual	<i>Non-Dom Rates - Office & Premises</i>
Gloucester Compressed Air Specialists Ltd	GL19	318.00	7577	Ad hoc	<i>Machinery</i>
Office Star Group Ltd	GL16	167.85	7578	Monthly	<i>Stationery</i>
Rigby Taylor Ltd (Gateways: seed)	SG8	73.62	7579	Ad hoc	<i>Gateways</i>
Rigby Taylor Ltd (Gateways: seed)	SG8	104.64	7580 pt	Ad hoc	<i>Gateways</i>
Travis Perkins (Weed membrane)	GL15	230.40	7580 pt	Ad hoc	<i>Cemetery Project</i>
Travis Perkins (Slate Chippings)	GL15	1,965.60	7581 pt	Ad hoc	<i>Cemetery Project</i>
Waycott Bros Ltd (Turf)	GL15	423.78	7581 pt	Ad hoc	<i>Cemetery Project</i>
L Cole Electrical Contractors	GL15	65.00	7582	Quarterly	<i>Establishment Charges</i>
Dean Mowers Ltd (incl £88.50 b'fwd)	GL15	95.20	7583	Ad hoc	<i>B'fwd & Machinery</i>
Lydney Engineering Co Ltd (incl £200 b'fwd)	GL15	217.34	7584	Quarterly	<i>B'fwd & Estab Charges</i>
Network Connections UK Ltd	GL13	177.00	7585	Ad hoc	<i>CCTV</i>
Petty Cash	~	69.94	7586	Monthly	<i>Estab Chgs, Meeting Costs, Telephone</i>
Payments for approval: Sub total		33,070.98			
TOTAL PAYMENTS MAY		34,736.21			

NEIGHBOURHOOD DEVELOPMENT PLAN:

See Separate Financial Statement

NB: No transactions since previous statement

YOUTH COUNCIL:

See Separate Financial Statement

NB: No transactions since previous statement

A list of unpresented Cheques (For Information only)

Image Signs	360.00	7126	<i>Not yet presented</i>
Tesco - deposit	165.00	7483	<i>Chq returned for cancellation</i>
Total	525.00		

Monthly Financial Statement

Members were advised that they had been provided with two versions of the Budget Statement – one version as at 14 April 2014 with the other as at 12 May 2014 – and were reminded that it had not been possible to provide the Budget Statement for the April meeting as the Council's Daily Book was being formulated at the time of said meeting.

Cllr Matthews queried why payments which related to 'corporate' expense had been blanked out on the 'tabled' copies of the reconciled Bank Statements. The CEO reminded Council that it had previously resolved at its April meeting to pay staff salaries by electronic means, that during the 'set up process' it had not been possible at that time to make a 'bulk' corporate payment and therefore the details of individual salary sums/personal details were shown on the Bank Statement and for this reason the Council had resolved that such payments would be duly reconciled, authorised and signed off by the Personnel Committee (any change in rate being approved by the Finance and Scrutiny Committee/Full Council) and that the total corporate figure would be shown (as per the current given practice) as part of the Monthly Payment Schedule in order to ensure confidentiality of data. Cllr Matthews spoke against the Council's April resolution and the CEO's statement, the CEO reminded all Councillors that they had only ever been provided with the total corporate expenditure amount as part of the Monthly Financial Summary and this had not changed, and re-iterated that Council had previously resolved that the Personnel Committee would sign off individual electronic payments relating to employee salaries to ensure data protection.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 13

Accordingly, the CEO called for a ruling to be made on the decision which had been taken at the previous Full Council meeting (April). Cllr Osborne spoke against Members being asked to approve accounts for which they were not able to view all payment totals. Members were once again reminded that due to the repeal of LGA 1972 150 (5) the Council had resolved to make salary payments by electronic means and the CEO enquired if Councillors wished instead to revert to making salary payments by cheque. Cllr Preest felt that the integrity of the Personnel Committee was once again being questioned and he called for any Members to put their concerns in writing to the Chairman. Approval of the Monthly Financial Statement was **proposed by Cllr Harris, seconded by Cllr Preest**. Vote carried with four abstentions (Cllrs Biddle, Bonser, Matthews and Osborne¹).

Cllr Preest reiterated that Members should submit their concerns in writing to the Chairman and Cllr Bonser felt that those who had abstained from voting would need to seek advice from the Finance and Scrutiny Committee.

Appointment of Independent Internal Auditor

It was **proposed by Cllr Harris, seconded by Cllr Pearman** that Wildin and Co would be retained as the Council's Independent Internal Auditor for the 2014-2015 Year. Unanimous.

Action by – the CEO

Polling Cards

Members were asked to consider if the Council wished to approve the issue of Polling Cards (en-block) for any By-Election called during the Civic Year 2014-2015. **Proposed by Cllr Berryman**. Cllr Osborne proposed an amendment to the motion that the Council approve the issue of polling cards ad infinitum; however, he was advised that the amended motion could not be considered as it placed implications on future Councils. Cllr Berryman's motion was then put to a vote which was unanimous.

Action by – the CEO

Ellis Whittam

Members noted that the annual premium to that of Ellis Whittam would be £2,576 per annum (five year contract term expiring 21 September 2014) in respect of Employment Law and Health & Safety legislative advice. Members were informed that it may be however be possible to reduce the annual premium prior to Council's acceptance once the CEO has attained her National Examination Board in Occupational Safety and Health (NEBOSH) qualification. **Noted**.

Councillor Training

Members noted that Cllr Ives had been unable to attend the GAPTC training sessions for which he had previously registered his interest in attending and had therefore been invoiced for the cost of his non-attendance.

Responding to a question which had been raised by Cllr Osborne, the CEO advised that Cllr Ives had experienced transport difficulties. Cllr Bonser could not recall an occasion when Members had previously been asked to reimburse the Council for any training courses they could not attend. Whilst she believed the action taken by the CEO to be the way forward, **Cllr Bonser proposed** that the matter be a future agenda item in order that the Council could clarify its stance. **Seconded by Cllr Bevan**. Cllr Bonser sought clarification on the

¹ In view of the comments made by the Council's Independent Internal Auditor (and previously circulated to Members) re abstention from approving the Financial Statement the names of those abstaining was recorded].



LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 14

transport issues which had been experienced by Cllr Ives. Cllr Harris queried why Cllr Ives had enrolled in the first place if it was likely that he would experience transport difficulties which then prevented his attendance. During discussion Cllr Bonser suggested that Council should consider at its next meeting how it wished to address any/all such occurrences. Cllr Preest suggested that the invoice recently issued to Cllr Ives be held pending council's formal decision (**no vote taken**).

Action by – the CEO

19. CHRISTMAS 2014

Cllr Harris advised that a further Working Party meeting would take place during W/C 19 May 2014 and that Cllr Hobman had provided her with the required form to complete in order to utilise the Co-Operative's land for the event which she intended to complete and return.

Cllr Harris was requested to meet with the CEO to confirm arrangements for the event (e.g. health and safety risk assessment, insurance, etc).

Action by – Cllr Harris

20. LYDNEY FOODBANK

Members were asked to consider if they wished the Town Council to become a recognised voucher holder for the Food Bank.

Cllr Pearman advised that the Food Bank were keen for the Council to become a voucher holder. It was noted that other Town Councils in the Forest were voucher holders, as were Children's Centres and Health Visitors. It was **proposed by Cllr Bonser** that in principle the Council would agree to the request to become a voucher holder for the Food Bank. Cllr Preest called for the Council to be provided with details of how the scheme operated. Cllr Bonser advised that the Food Bank maintained a list of voucher holders and users; that users were allowed up to three voucher visits. **Cllr Hobman agreed to second** the motion at this point. Vote carried.

Action by – the CEO

Cllr Berryman reported that £100 of food had been purchased with the Council's donation for delivery to the Food Bank on 14 May 2014.

21. OAKDALE

Prior to the meeting Members were provided with a copy of the letter/petition which had been received from a number of Oakdale residents concerning numerous issues. Members were asked to consider the implication of the letter/petition in relation to projects put forward by Oakdale Links.

Cllr Harris expressed her disappointment that a Councillor had already discussed this matter with a member of the public, prior to discussion taking place in the Council Chamber. It was noted that the Council was already aware of a number of the problems at Oakdale which had been raised in the letter/petition. Cllr Preest advised that he, together with Cllr Bevan and Mr D Street had walked around the estate on 22 April 2014 and had noted a large number of issues (e.g. insecure yard, lack of safety barriers at A48 access point, etc). Cllr Matthews stated that she had previously voiced concern regarding flooding on the estate, together with the challenges residents faced in attempting to resolve the issue.

Members were advised that the Council had previously informed both Forest of Dean District Council (FODDC) and the Health and Safety Executive (HSE) of the problems experienced

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 15

by residents on the estate. Furthermore, that the HSE had stated that responsibility lay with FODDC regarding enforcement. District Cllr Glastonbury was invited to speak at this point and agreed to investigate with FODDC regarding enforcement, however, he advised that FODDC had previously advised that they were not responsible for enforcing health and safety. District Cllr Glastonbury also advised that the streetlights on the estate were now awaiting connection by a Utility Company and stressed that he had pushed for improvements to be made on the site. Members noted that no condition had been included in the s106 agreement compelling the developer to ensure that streetlights on the estate were actually working once the estate started to become occupied, only on its completion. Cllr Preest called on FODDC to learn from its mistakes to ensure that this situation was not experienced again. Cllr Bevan felt that the drainage for the site had been badly designed as footpaths directed rainwater to resident's front doors. Cllr Vaughan highlighted a lack of road signs on the estate, which may cause problems for emergency services.

Noting that the letter/petition had requested a meeting with the Council it was felt that a members of the Planning Committee Members, officers from FODDC (both Planning and Enforcement sections) and also District Councillors (if available) should be invited to attend a future meeting in order to discuss the issues experienced on site. District Councillor Glastonbury agreed to attend said meeting.

Action by – the CEO

22. BIO-DIVERSITY POLICY

Prior to the meeting Members were provided with a copy of the Draft Bio-Diversity Plan which had been recommended for adoption by the Planning and Highway Committee. Adoption of the Draft Plan was **proposed by Cllr Hobman, seconded by Cllr Bonser**. Unanimous. It was noted that a copy of the Draft Plan had been forwarded to Forest of Dean District Council for their comment, however, a response had yet to be received.

Cllr Osborne proposed that a letter of thanks be sent to Mr Street for his work in compiling the Draft Plan. **Seconded by Cllr Bonser**. Unanimous.

Action by – the CEO

23. HANDS OFF OUR FOREST (HOOF)

Cllr Preest advised as part of the presentation received the previous month, he had called for HOOF to ensure that the CEO was kept informed of any developments. It was noted no further contact had been received from HOOF since the last meeting.

24. COMMEMORATION – 100TH ANNIVERSARY OF THE START OF WW1

Whilst he had not attended the most recent Royal British Legion (RBL) meeting concerning the event, Cllr Rudge confirmed that a commemorative event would take place on Saturday 9 August 2014, with a Church Service taking place at 3.15 pm at St Mary's Church, Lydney.

As all other arrangements for the event were being addressed by the RBL, Cllr Rudge enquired if the Council would be willing to cover the cost of producing the Order of Service. Cllr Rudge was requested to provide the CEO with details of the quantity required and also the format of the document in order that a quotation could be considered at the next meeting.

Members noted that Mr M Bowring had agreed to provide a vintage bus for the event, as he had now amended his vehicle insurance to enable the vehicle to take part in Civic events.

Action By – Cllr Rudge

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 16

25. SUSTRANS CYCLE PATH

Nothing to report.

26. FORMAL CORRESPONDENCE RECEIVED

- AEE Renewables – Letter and Map from Mr R Billington, Head of Planning, providing an update on progress made to date re proposal for a 19.78 Mwp solar farm at Nibley Mill Farm and offering a further presentation to Council. **Proposed by Cllr Bonser, seconded by Cllr Harris, that the offer of a presentation would be declined.**
- Local Works – E-mail from Mr S Shaw, National Co-ordinator on behalf of Severnoaks Town Council, requesting the Council support the aforementioned Council's proposal submitted to Government re the allocation of a percentage of Business Rates to be allocated to Town Council's for the benefit of local economic growth. **Proposed by Cllr Greenwood, seconded by Cllr Preest, that the Council will support the proposal.**
- Mr M Harper MP – Letter enquiring re the decision not to issue polling cards in respect of the Lydney West By-Election. Members were provided with a copy of the response tendered by CEO to which no further communication has been received. **Cllr Preest requested to raise the failure to respond to the CEO's letter during an impending meeting with Mr Harper.**
- Mr S Payne – Letter enclosing a copy of an article from The Sunday Times entitled "Love your Parish Council" by Mr Richard Girling. **Local Press to be directed towards the article in the hope that they would run similar articles.**
- Forest of Dean Citizen's Advice Bureau – E-mail from Ms S Pryce, Advice Pathway Project Manager/Volunteer Development Officer providing a copy of their first newsletter.
- Newland Parish Council – E-mail received from Mr R Crighton, Clerk, informing Council of a planning application due to be submitted later this year re. expansion of Clearwell and Stowe Hill Quarry. Newland Parish Council requested the Council's support in lodging an objection to the application. **Agreed to leave the matter in abeyance.**
- Forest of Dean District Council – E-mail from Mrs S Pangbourne, Head of Paid Service, advising of the approach from Fields in Trust re nomination of recreational space to be dedicated as a Centenary Field to commemorate the loss of life during WW1. **Proposed by Cllr Bonser, seconded by Cllr Harris, that it be suggested Forest of Dean District Council may wish to nominate the recreational space which the District Council maintain between Centurion Road and Highfield Lane.**
- Chartered Parishes Group Meeting – E-mail providing the notes from the last meeting on 13 March 2014.
- Forest of Dean District Council – E-mail from Ms N McLean, Community Engagement Officer, providing copies of the Police and Crime Commissioner's delivery plans for 2014.
- Forest of Dean District Council – E-mail from Mrs L Maller, Community Engagement Officer providing information on the free Dementia Awareness sessions which will run from June 2014 to March 2015.

27. COMMITTEE AND OTHER REPORTS

Planning and Highways Committee

Cllr Bevan reported that four planning applications had been received since the last meeting which would be addressed by Cllrs Thomas and Preest during a Delegated Powers meeting the following day.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 17

Amenities Committee

Cllr Thomas advised that an In Bloom organisation was being formed by the community, headed by Mrs P Pearman and Mrs A Egginton. Members were provided with notes from the meeting which had taken place on 22 April 2014 and were advised that the next meeting would take place in the Council Chamber on 14 May 2014.

Cllr Thomas reported that wild flower seed had now been sown in three areas at the Lydney/Aylburton Roundabout.

Flood Defence Meeting

Noting that Mrs R Christodoulides, Lakeside Resident Representative to Flood Defence meetings, was in attendance, Cllr Berryman invited her to address Council.

Cllr Pearman then gave an overview of the last meeting and advised that full minutes would be provided in due course. It was noted that the culvert at the rear of 115 Lakeside Avenue was now approximately 90% clear, with further work to be undertaken in the near future to remove the remaining blockage. However, it was noted that problems were still being experienced with the removal of detritus from the stream/banks and that further discussion was taking place between Forest of Dean District Council and Robert Hitchens Limited as to how the issue could be addressed. Cllr Pearman advised that Severn Trent were licenced to pump dilute sewerage into the Lyd and it had been discovered that this had occurred on 22 occasions over a 12 month period. A small Working Party had been formed to investigate what action could be taken over this issue. Cllr Pearman also reported that following the meeting he, together with Mr C Johns and Mr J Westmoreland of Forest of Dean District Council had walked from Cambourne Meadow to the Railway station and had discovered that the watercourse diverted sharply right once it reached the By-pass; that the pipe which went under the By-pass had been completely blocked; that the sump sited in the area had become completely overgrown. The future intention to walk Plummers Brook was noted.

Cllr Pearman then reported the discussion which had taken place regarding Lakeside Avenue and Faller Fields. Attention was drawn to the notes of the discussion group meeting which had taken place following the Flood Defence meeting. Members noted that problems were being experienced at the rear of 87-77 Lakeside Avenue properties due to flooding; that at the time of the sale of the former allotment land Mrs Christodoulides had raised with the Town Council the need to obtain the Secretary of State's consent to sell the land and had been advised that it had not been required. Cllr Pearman advised that the former allotment land had proved to be a natural "junction" for flood water from Lakeside Avenue; that the situation at the rear of the aforementioned properties had worsened since the development had been built; that whilst the drains on the development could accommodate the flow from the development, they could not accommodate the historic flow. During the discussion FODDC officers had agreed to obtain an Engineer's Report outlining how the problem could be sensibly addressed. Cllr Pearman advised that whilst Forest of Dean District Council had not requested sight of the proof of the Secretary of State's consent prior to considering the initial planning application the onus/error lay with the Town Council; that flood doors could be offered to affected residents to alleviate the problem; that the issue had been brought to Full Council in order that all Members were aware of the situation.

Mrs Christodoulides felt that the flooding problems now experienced could be attributed to the development; that residents had written to object to the sale of the allotment land at the time of the sale only to be informed by the Town Council that permission from the Secretary of State for the sale of the land was not required. Mrs Christodoulides stressed the strong likelihood that residents

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 18

would be flooded once again if action was not taken to address the situation; that the ground level had been raised by the development which had created a “basin” for water accumulation; felt that it would be more advantageous for flood water to be diverted underground if at all possible rather than provide residents with flood doors; and called upon the Town Council to take remedial action given their previous error in not seeking the requisite consent.

Cllr Matthews voiced her agreement with Mrs Christodoulides that the Council was responsible for addressing the issue. The CEO suggested Council may wish to consider the possibility of utilising the play area ‘on site’ as a form of attenuation pond. Given the concerns previously raised by those residents who live in close proximity to the play area it was suggested that it may be possible to vary the S106 condition and apply to re-site the equipment, thereby providing options to assist in flood alleviation. The CEO however highlighted the substantial cost involved if it consented to undertake such works should funding/assistance from FODDC be unavailable.

After an extensive discussion it was **proposed by Cllr Preest, seconded by Cllr Pearman** that an Extra Ordinary Meeting would be convened by the Mayor once the Engineer’s report from Forest of Dean District Council had been received, to which residents of Lakeside Avenue would be invited to attend. Unanimous.

Action by – the Mayor

Neighbourhood Development Plan Steering Group

Cllr Pearman reported that the Examiner’s Version of the Plan had been submitted to Forest of Dean District Council and that a further meeting of the Steering Group would take place on 14 May 2014. It was felt that realistically a referendum could take place towards the end of October/beginning of November and that the Group possessed a high degree of influence regarding the appointment of the Examiner.

It was noted that the Group were now focussing their attention on the work to be undertaken prior to a referendum (e.g. mailshot, raising profile, etc) and that Mr B Watters hoped to be able to provide a presentation to Council regarding the initiatives which could be accessed through Action for Market Towns.

Lydney Town Hall Trust Management Committee

Cllr Bonser reported that Mr C Knight had been re-elected as Chairman at the Trust’s Annual General Meeting; that new fire doors had been installed in the building; that an estimated £1,300 had been raised at the recent “open day” at Lydney Park Estate Gardens in aid of the Town Hall; that Lord Bledisloe had been appointed the President of the Committee. Cllr Matthews felt that the Trust met the eligibility criteria for the People for Places Lottery Bid and as such was requested by Cllr Bonser to bring the details to the next LTHT meeting.

28. **COUNTY COUNCILLOR REPORT**

County Cllr Preest advised that he would meet with the Leader of the County Council, County Cllr Hawthorne and would raise the issue of the Vehicle Activated Sign and parking restrictions on Bream Road; advised that he had serious issues regarding the delaying of access to the Golf Club by the County Council’s Legal Department; advised that an A48 Meeting had taken place the previous week at the Fire Station for which a report was awaited; offered congratulations to Lydney Town AFC and Lydney RFC on their recent promotions.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 19

29. **DISTRICT COUNCILLOR'S REPORTS**

No report given.

30. **COUNCILLORS REPORTS**

Cllr Thomas advised that he had attended an A48 Meeting; that the main area to be affected by roadworks would be from Forest Road to Hams Road; that the amount of signage on roads had been highlighted.

Whilst he had been reluctant to withdraw from the Council's Planning and Highway Committee, Cllr Bevan expressed a desire to be appointed to the District Council's Planning Committee.

At 9.59 pm it was proposed by Cllr Thomas, seconded by Cllr Matthews, that the meeting would be extended for a maximum of 30 minutes.

Cllr Bonser reported that Mrs Lynn Teague, Forest of Dean Citizen's Advice Bureau, wished to provide a presentation to Council. It was agreed that Mrs Teague would be invited to attend the September meeting and Cllr Bonser was requested to furnish the CEO with Mrs Teague's contact details.

Action by – Cllr Bonser

Cllr Pearman reported that he and his wife had been honoured to meet the Countess of Wessex on behalf of the Mayor. Furthermore, he had attended a meeting organised by Mr B Hobman concerning the effect of the Bedroom Tax which he believe affected 4,000 residents in the Forest.

Cllr Osborne queried if any progress had been made regard the installation of a "No access to J D Norman" sign at the entrance to Hams Road. County Cllr Preest advised that no progress could be reported.

Cllr Osborne then voiced concern over a misleading article which had appeared in The Forester on 6 April 2014 concerning the Town Council's Precept which did not reflect accurately the amounts published in the Council's actual budget. The CEO was requested to contact The Forester to correct the article.

Action by – the CEO

Cllr Preest was pleased to note that Stagecoach had provided an additional service bus from Gloucester to Lydney at 6.10 pm.

Cllr Matthews advised that it had been necessary for the Air Ambulance to land in Bathurst Park in order to collect a young person who had been hit by a car in Broadwell. Cllr Matthews was pleased to announce that she had been informed earlier today that the young person had spoken for the first time since their accident.

Cllr Berryman reported that he and Cllr Matthews had attended a wreath laying ceremony at the Korean Oak in Bathurst Park.

In connection with Cllr Matthews's report, Cllr Harris reported the efforts being made by Tesco to raise funds (via a raffle) to assist the young person's family with their travel costs whilst their child remained in hospital in Bristol.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/05/12 – 20

Cllr Biddle advised that an event would take place at Lydney Community Centre later in the week with the Lydney Station Manager, who appeared to be sympathetic regarding the provision of signage at the Station and the problems with overgrown vegetation in the railway car park.

Cllr Hobman reported that she and her husband had also attended the event with the Countess of Essex, at which her husband had suggested that special status be conveyed on the Forest of Dean.

Cllr Matthews reported that she recently had cause to visit the Railway station and had managed to prevent some young people from crossing the railway line despite the barriers being down. Cllr Matthews also reported that her son had been attacked whilst visiting a local night club in town and called on the Police to examine licencing applications in greater detail. It was noted that whilst the Council had objected to the application to extend the establishment's licence, no concerns had been raised by the Police.

Cllr Berryman reported that Cllr Biddle had kindly offered to assist with the organisation of a Lydney Town Council Charity Event to be held later in the year.

31. **PRESS RELEASE**

None.

32. **MEETING DATES**

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

- Tuesday 27 May 2014 – Burial Committee (commencing at 6.30 pm)/Trust Meetings 7.00 pm onwards.

Meeting closed at 10.12 pm

Chairman.....

Date.....

Actions from Full Council meeting on 14 April 2014

Agenda Item	Action
7.	<ul style="list-style-type: none">• CEO to reserve a seat for Cllr Ives on GAPTC Being a Good Councillor training course on 24 April and 8 May. Done• CEO to implement a “payback” agreement with Head Groundsman re first year of Masters in Horticulture if the Head Grounds Man still wishes to undertake such training. Pending response from Head Grounds Man
8.	<ul style="list-style-type: none">• Cllr Bevan to present the funding request from Gloucestershire College re conservation expedition to Peruvian Amazon to Forest of Dean Lions. Noted
9.	Council to elect Chairman and Vice Chairman for each of its Committees at its Annual Council Meeting. Agenda Item
10.	CEO to write to Lydney War Memorial Trust to advise that the Council has agreed to relinquish its right to appoint Trustees to the Trust. Done
11.	Cllr Bonser to provide emergency/out of hours name and contact details for Lydney Town Hall to enable it to be listed as a Place of Safety in the Community Emergency Plan. Pending LTHT’s Annual Meeting/Action Cllr Bonser
13.	Cllr Osborne to establish if any records held by Gloucestershire Archives would be beneficial to the WWI commemorative event. Pending Action Cllr Osborne
15.	<ul style="list-style-type: none">• Cllr Greenwood appointed to represent the Council on the Rural Sounding Board of Parish Council Representatives. Cllr Greenwood duly registered• CEO to provide Amenities Committee Members with a copy of the Gloucestershire Playing Fields Association February Newsletter. E-mail duly forwarded• Cllr Pearman appointed to represent Lydney’s views regarding the future of market towns re BBC Radio Gloucestershire programme. Bob Waters notified accordingly
16.	<ul style="list-style-type: none">• CEO to write to the Secretary of State to request that a referendum be held on the proposal to develop the site contained in P1284/13/OUT, prior to the submission of a planning appeal by the Developer. Furthermore, that the cost of the referendum should be borne by the Developer. Done

M