

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/06/09 – 21

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 9 June 2014 at 7.04 pm.

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

One member of the public
District Cllr T Glastonbury
District Cllr M Winship
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.

A short presentation was made to the Mayor's Cadet for the 2014-2015 Civic Year, Able Cadet Amy Stewart, Forest of Dean Sea Cadets.

Due to the presence of the Police, Cllr Berryman brought forward agenda item 4 – Police Matters, however, the minutes reflect the order as shown on the agenda.

Members then received a presentation from Ms Kate Newall on the Welcome Project which was being operated from Lydney Community Centre. Prior to the meeting Members were provided with a copy of the overview document which had been provided by Ms Newall outlining the work of the Welcome Project.

Members noted the wide range of services/education which the Project provided to local families, which they appreciated were of immense benefit with empowering and supporting parents, not just from Lydney, but from surrounding villages. Ms Newall welcomed any voluntary assistance which Councillors were able to provide.

Ms Newall then excused herself from the meeting at this point.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllr Hobman.

2. **DECLARATION OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

Cllr Berryman advised that Cllr Biddle had informed the CEO that two matters had been combined as one item under Members' Reports (these being that Cllr Biddle had announced that Lydney Community Centre held a week of public and members consultation culminating on Saturday May 17 and that in April David Flint of STAG arranged a visit to Lydney Railway Station by Georgia Cotterill Arriva Wales Station Manager).

Cllr Osborne sought to correct the number of abstentions shown against the approval of the monthly finance statement and advised that Cllr Bonser had abstained from voting,

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whereas Cllrs Matthews, Biddle and Osborne had voted against the motion. Cllr Matthews also advised that she had voted against the replacement of the windows in the kitchen which had not been reflected in the minutes.

Approval of the minutes of the Town Council meeting held on 12 May 2014 was then **proposed by Cllr Harris, seconded by Cllr Greenwood**. Vote carried with two abstentions. Cllr Preest called a Point of Order to enquire as to why Cllr Matthews had abstained from voting on acceptance of the minutes, despite her request that they be amended. Cllr Matthews declined to provide an answer.

4. POLICE MATTERS

Prior to the meeting Members were provided with a copy of the Crime Report.

Cllr Berryman welcomed PS Richard Pitman and PCSO Dan Wilce to the meeting. PS Pitman then provided Councillors with an overview of his appointments to date, culminating in his appointment as the Community Sargent. PS Pitman advised that one of his key targets was officer visibility and voiced a desire to increase Police attendance at local events.

PS Pitman then sought to correct some of the figures which had been shown in the report. Councillors noted that a number of drug related exercises undertaken had yet to be reflected in the crime figures and that it was felt that the increase in domestic violence may be attributed to the fact that more people were now willing to report such abuse. Responding to a question which had been raised by Cllr Bonser, PS Pitman advised that Officers now received greater training for domestic abuse situations and were now required to take positive action.

Cllr Preest advised that at a County Council meeting Councillors had been advised that vehicles parked on the pavement was a matter for the Police to address, and he sought confirmation that this was correct. PCSO Wilce advised that the Police would only be able to issue tickets in certain circumstances in these type of situations, as there were strict guidelines to adhere to. Cllr Osborne questioned if the Police were placing pressure on Gloucestershire County Council to improve Cross Hands, due to the number of accidents which had occurred. PS Pitman gave a commitment to relay Cllr Osborne's comments and advised that he had already raised the need for a crossing point to be provided elsewhere in the Town.

PS Pitman was requested to notify the CEO anytime an incident occurred in Bathurst Park and requested that she be provided with details of the incident which occurred on the weekend, in order that such details may be entered into the Trust's accident book. PS Pitman agreed to provide said information to the CEO and confirmed that Bathurst Park was a priority area for policing. Responding to a question raised by Cllr Bonser, PCSO Wilce advised that the structure of the neighbourhood police meetings had now changed and that if problems were experienced Officers would arrange meetings with specific individuals affected by the issue in order to address the situation. Cllr Bonser highlighted that members of the original neighbourhood policing group had never been given feedback about the change in structure.

PS Pitman and PCSO Wilce then excused themselves from the meeting.



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5. **OPEN FORUM**

Mr W Owen, 3 Augustus Way, Lydney – questioned if, due to minutes of previous meetings, members of the public should seek legal advice and who would fund such advice. The CEO advised that the Council would cover its legal advice and that given to its Officers and that it was down to individual members of the public to decide if they wish to take action against the Corporate Body (the Council).

6. **COMMUNICATIONS BY THE MAYOR**

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

- Induction of the Mayor of Ross-on-Wye
- 50th anniversary of the physio unit at Lydney Hospital

Mayoral Reception

Members were asked to consider the request made by a member of the public at the last meeting for a formal Mayor Making Ceremony to be held.

Cllr Berryman spoke against such an event being held during the current Civic Year and suggested that consideration should be given to the matter by the Council elected in 2015. Cllr Osborne suggested that the Council may wish to consider the practice observed by Ross on Wye Town Council whereby the Mayor's chain of office was laid on a cushion at the altar during the Civic Service, and then returned to the Mayor at the end of the Service. Whilst she did not object to this practice in order to bless the Chain of Office, the CEO advised that the Parochial Church Council did not have any bearing on the Town Council. Cllr Berryman agreed to investigate Cllr Osborne's suggestion.

Action by – Cllr Berryman

7. **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:-

- Forest of Dean District Council anticipated that the Engineer's Report on Faller Fields would be deliverable within 1 month. A further meeting would be arranged once the report had been received.
- Cllr Preest advised that it had not been possible to attend his scheduled meeting with Mr Mark Harper, MP.
- Cllr Bonser expressed thanks to the CEO for directly corresponding with the Manager of the Forest of Dean Citizen's Advice Bureau.

Data Transparency/Recording of Meetings

Members were provided with copies of the guidance from the Gloucestershire Association of Parish and Town Councils (GAPTC) and the National Association of Local Councils (NALC). Members were requested to retain and peruse the aforementioned documents which were issued at the meeting in order that the matter may be an agenda item for the July meeting.

Regarding the recording of meetings, Councillors were provided with a copy of the guidance from the Department for Communities and Local Government entitled "Councils and other local bodies – filming and reporting their meetings, knowing what they do: your rights". Cllr Thomas requested that the Council be provided with suitable costings for the recording of such meetings.

Action by – all Councillors/the CEO

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Training

The CEO advised that she had since completed NEBOSH training.

Members were then asked to consider the Council's stance regarding Member/employee non-attendance at training sessions. Cllr Ives spoke in support of Members/employees being required to reimburse Council for the cost of non-attendance on training and advised that he had made a voluntary donation to the Council in respect of the training course which he had not been able to attend. Accordingly, it was **proposed by Cllr Ives, seconded by Cllr Preest** that henceforth any Member or employee for which training was arranged and then not attended, would be required to reimburse the Council for the cost of such training. Cllr Harris requested that the motion be amended to reflect that reimbursement would not be required if the Members/employees absence was due to illness/accident. Cllr Ives agreed to amend his motion accordingly. Vote carried.

Resolved: That any Member or employee for which training was arranged and then not attended, would be required to reimburse the Council for the cost of such training, unless the absence was due to illness/accident.

8. FINANCIAL MATTERS

FINANCIAL STATEMENT -

JUNE 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
			<u>245,944.31</u>

2013/14 Commitments

Brought Forward

-£30,434.22

RECEIPTS

Receipts APRIL	242,989.58		<i>(Incl 1st instal of Precept)</i>
Receipts MAY	4,139.31		Receipts Summary attached
Receipts JUNE	-		
Receipts JULY	-		
Receipts AUGUST	-		
Receipts SEPTEMBER	-		
Receipts OCTOBER	-		
Receipts NOVEMBER	-		
Receipts DECEMBER	-		
Receipts JANUARY	-		
Receipts FEBRUARY	-		
Receipts MARCH	-		
<i>NDP: Income banked to NDP current a/c</i>	<i>0.00</i>		
<i>Youth Council: Income banked to YC current a/c</i>	<i>0.00</i>		
	Total Receipts YTD	247,128.89	

PAYMENTS

Payments APRIL	23,319.38		
Payments MAY	34,736.21		
Payments JUNE	58,611.03		Detailed below
Payments JULY	-		
Payments AUGUST	-		
Payments SEPTEMBER	-		
Payments OCTOBER	-		
Payments NOVEMBER	-		
Payments DECEMBER	-		
Payments JANUARY	-		
Payments FEBRUARY	-		
Payments MARCH	-		
Payments PRIOR TO YEAR END	-		

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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	116,666.62
Total	376,406.58

Reconciled Bank Statements as at end	MAY		Bank statements attached
LLOYDS BANK - Current account		182,057.61	
LLOYDS BANK - Youth Council - current		885.96	no recent transactions
LLOYDS BANK - NDP - current		4,427.55	includes £4k for LTC NDP budget 2014/15
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		
Lydney War Memorial	1,197.00		
Play Areas	8,000.00		
Cemetery	1,842.14		
Walkers Are Welcome Signage	2,000.00		
Machinery	4,000.00	46,230.64	
LLOYDS BANK - General Reserve		142,804.82	189,035.46
Bank Balances as at: 30-May-14		376,406.58	0.00 check

<u>JUNE 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			
Npower	8.5.14	234.90	DD Annual CCTV
ATOS Fuel Genie	14.5.14	366.68	DD Monthly Fuel for van/mowers
ADT Fire & Security	15.5.14	45.76	DD Quarterly Establishment Charges
ADT Fire & Security	15.5.14	181.90	DD Quarterly Establishment Charges
Cablestream Ltd	16.5.14	141.97	DD Monthly Telephone
Tate Computer Technology Ltd	20.5.14	79.20	STO Monthly Establishment Charges
Forest Equipment Services	20.5.14	720.76	DD Monthly Litter Picking
FoDDC: Non Dom Rates - Cemetery	22.5.14	68.30	DD Monthly Cemetery
BNP Paribas (Tph: U1103094)	22.5.14	369.54	DD Quarterly Telephone
BNP Paribas (Fr Mach: V0121523)	23.5.14	126.00	DD Quarterly Establishment Charges
Dean Truck Repairs	28.5.14	234.00	STO Monthly Van Lease
SITA UK Ltd	30.5.14	99.64	DD Monthly Cemetery
Interim Payments: Sub total		2,668.65	
<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: 9th June 2014

Corporate Expenditure	~	11,837.29	BACS	Monthly	June
HMRC	~	3,234.09	BACS	Monthly	June
Gloucestershire LGPS	~	4,239.19	BACS	Monthly	June
Brissco	BS13	294.00	7587	Ad hoc	2013/14 B'fwd
Konica Minolta	SS14	522.65	7588	Quarterly	2013/14 B'fwd
GAPTC	GL2	245.00	7589	Ad hoc	2013/14 B'fwd/Training
Ms A Morgan	GL4	31.00	7590	Ad hoc	Cemetery Income Refund
ADT Fire & Security	ME19	105.60	7591	Ad hoc	Establishment Charges
Arkell & Hurcombe (Bronzeworks)	GL51	258.00	7592	Ad hoc	Cemetery
DBC Solutions Ltd	GL15	150.00	7593	Ad hoc	Training
Dean Mowers Ltd	GL15	168.53	7594	Ad hoc	Machinery
Glevum Windows Doors & Conservatories	GL14	990.00	7595	Ad hoc	2013/14 B'fwd
Gooch Group Ltd	GL	22.20	7596	Ad hoc	Establishment Charges
Light Fantastic DIY Ltd	GL15	206.43	7597	Monthly	2013/14 B'fwd/Cemetery/ Play areas
Office Star	GL16	82.82	7598	Monthly	Stationery

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Tate Technology	HR4	1,798.80	7599	Annual	IT Maintenance /Establishment Charges
WPS Insurance	PL6	6,642.52	7600	Annual	Insurance
CEO Expenses	~	311.03	7601	Ad hoc	Training
L Cole Electrical	GL15	190.00	7602	Annual	Establishment Charges
Bathurst Park & Recreation Trust	~	19,500.00	7603	Biannual	Grant: Instalment 1 of 2
Lydney Recreation Trust	~	5,000.00	7604	Biannual	Grant: Instalment 1 of 2
Petty Cash	~	35.53	7605	Monthly	Estab Chgs, Meeting Costs, Telephone
Lydney Town Hall Trust	GL15	31.50	7606	Annual	Meeting Costs
Printwaste Recycling & Shredding	GL51	46.20	7607	Ad hoc	Establishment Charges
Payments for approval:	Sub total		55,942.38		
TOTAL PAYMENTS	JUNE		58,611.03		

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	Not yet presented
Tesco - deposit		165.00	7483	Chq returned for cancellation
Mr Cackett		22.00	7572	
Total		547.00		

Prior to the meeting Members were provided with a copy of the reply and supporting paperwork tendered by the CEO in response to the request received by Cllrs Biddle, Hobman, Ives, Matthews and Osborne.

Cllr Osborne felt that misunderstandings had arisen due to the failure to provide a balance figure on the second page of the bank statement and Members were requested to contact the CEO directly to obtain clarification on any issues relating to the accounts.

In view of the questions which had been raised by the aforementioned Councillors over the management of the Council's accounts, the CEO questioned if the Council wished to void its End of Year Accounts submission for 2013/2014 and instead invoke an External Audit in order that said Members could then be assured the Council's financial processes/compliance with financial governance was in order. Cllr Osborne voiced his satisfaction with the Financial Statement as tabled at the meeting. It was **proposed by Cllr Berryman** that the Council's Financial Statement would continue to be produced in this way and that the Council's End of Year submission for 2013/2014 would stand. Unanimous.

Monthly Financial Statement

The CEO drew attention to the corporate summary which had been provided to Members, which had slightly increased due to the full month which had now been worked by the Grounds Supervisor. Responding to a question which had been raised by Cllr Matthews, the CEO reminded Members that she had attended NEBOSH training, the mileage rate for which had been reclaimed at NJC rates. Discussion then took place on the NJC mileage rates concerning the mileage claim submitted by the CEO. Approval of the Monthly Financial Statement was **proposed by Cllr Harris, seconded by Cllr Rudge**. Vote carried with three abstentions (Cllrs Matthews, Osborne and Ives¹).

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].

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The CEO sought clarification from Council as to why Councillors had abstained from voting on approving the Council's accounts given that minutes earlier they had unanimously voted that they did not want her to withdraw the Annual Return. Cllr Matthews advised that she had abstained from voting due to the fact that no quotations had been obtained for the replacement of the windows in the kitchen, a fact refuted by the CEO who cited Express Windows and Glevum's quotes. Cllr Matthews then voiced concern that items had been shown incorrectly on the agenda namely Personnel Committee Structure agenda item. The CEO explained that she had discussed the agenda content with the Chairman and such matters had been included with the Chairman's agreement.

9. PERSONNEL COMMITTEE STRUCTURE

At this point standing orders were suspended and Cllr Berryman moved the Council into Closed Session (Public Bodies Admission to Meeting Act 1960) due staffing matters.

Standing Orders were then re-instated.

Cllr Pearman advised that the current Personnel Committee had recently met to consider a complaint which had been lodged against a member of Council Staff by a Councillor. The decision of the Committee was that there was no case to answer and the complaint had been treated as vexatious; both parties had been informed of the Committee's decision. Cllr Pearman stressed that the Committee had sought legal advice on the matter; that the complaint had followed five other incidents and was tantamount to bullying. As a result of the most recent complaint the Council was advised that Hedley's Solicitors were now distancing themselves from the Council in order that they may represent the employee in any action which it may be necessary to pursue. Cllr Pearman advised that the Council would be represented by Ellis Whittam, whose contracted services the Council were already retained by the Council, and stressed that the Corporate Body needed to recognise its responsibility as an employer regarding the Duty of Care to its employees. Furthermore, Cllr Pearman advised that a Health and Safety lecturer was willing to attend a future meeting in order to apprise Council of its responsibility towards its employees. Accordingly, **Cllr Pearman proposed** that the matter be a Personnel Committee agenda item in order that consideration could be given towards agreeing an attendance cost.

Cllr Preest stressed the need for Councillors to join the Council for the right reasons and of the need to support Lydney through their actions; Cllr Matthews felt that the minutes substantiated the complaint which had been made. Cllr Greenwood spoke on the need for Members to work together as a cohesive unit; stressed the value of both Councillors and staff and urged both parties to move forward.

During discussion, attention was drawn to the suggestion to expand the existing membership of the Personnel Committee to include the Chairmen of the Council's Committees. It was noted that Ellis Whittam had advocated that the Personnel Committee should be of a sufficient membership number to enable it to react quickly to situations and that it was customary for Quality Status Council's to operate a Committee of five members. It was therefore **proposed by Cllr Berryman** that the current membership of the Committee would be expanded to include the Chairmen of the Planning and Highway and Amenities Committees. **Seconded by Cllr Bevan.** Cllr Matthews questioned if such a change would necessitate a change to employee contracts. The CEO advised that employment contracts could be varied either through negotiation with Union representation or by mutual consent. The motion was then put to a vote which was carried. However, Cllr Osborne requested that the minutes reflect that he had voted against the motion as he believed the motion to be illegal.

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Resolved: To expand the membership of the Personnel Committee to comprise of the Mayor and the Chairmen of the Finance and Scrutiny, Burial, Planning and Highway and Amenities Committees.

Responding to a question raised by Cllr Biddle, Members were reminded that the Council had agreed to renew its five year contract with Ellis Whittam at its Annual Council Meeting as and when appropriate. However, it was noted that it may be possible to reduce the amount of its contract should the Council wish to consider requesting its CEO to act as its Health and Safety advisor. It was also suggested that the Personnel Committee would need to consider the necessity for the Committee to consider training requirements (and the control of the training budget) as said budget was derived from the Annual Staff Appraisals. It was **proposed by Cllr Bonser, seconded by Cllr Pearman**, that the Committee would duly consider the suggested issues. Unanimous.

Action by – the CEO

10. **CUSTODIAL**
Bathurst Park and Recreation Trust

Members were asked to consider the appointment of a Vice Chairman for the Bathurst Park and Recreation Trust. At this point Cllr Matthews tendered her resignation as Chairman of the Trust and it was noted that the appointment of a Chairman would be an agenda item for the next meeting.

Action by – the CEO

Cllr Ives proposed himself for the position of Vice Chairman. **Seconded by Cllr Osborne.** There being no other nominations the motion was put to a vote. Unanimous.

Lydney Town Hall Trust Management Committee

Prior to the meeting Members were provided with a copy of the Trust accounts for Year Ended 31 March 2014. Noted.

11. **ADOPTION OF FREEDOM OF INFORMATION/PUBLICATION SCHEME**

Prior to the meeting Members were provided with a copy of the Council's Publication Scheme; a copy of the advice received from the Gloucestershire Association of Parish and Town Councils (GAPTC) re charging; information from Walsall Council re charging; information from the Information Commissioner's Office re a Model Publication Scheme; information from the Information Commissioner's Office re using the fees regulations.

Responding to a question raised by Cllr Matthews the CEO advised that the Council's charges for photocopying were displayed in the Reception area and it was noted that whilst both GAPTC and Walsall Council advocated charging £25.00 for staffing time, the Council's Publication Scheme stated that photocopies would be charged at 20p/sheet (black and white) or 60p/sheet (colour), with a £15.00 charge levied for a detailed search of records. It was **proposed by Cllr Bevan, seconded by Cllr Harris**, that the Council would remain at £15.00 for a detailed search. However, attention was drawn to the advice from Information Commissioner's Office on charging, that an authority may take into consideration the costs attributable to the time that persons are expected to spend on these activities (calculated at £25.00 per hour). Cllr Bevan then amended his motion that a charge of £25.00 would be levied for a detailed search. The motion was put to a vote which was carried. Cllr Matthews voted against the motion and Cllr Osborne abstained from voting.

Action by – the CEO

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12. **CHRISTMAS 2014**

Cllr Harris advised that a further meeting of the Christmas Working Party took place on 22 May 2014 which was attended by Cllrs Harris, Rudge and Vaughan. It was noted that the Working Party would approach Lydney Town Hall Trust Management Committee to ascertain if they would kindly loan a large chair for use at the Switch On event; that Cllrs Harris, Rudge and the EO had met with the Council's Christmas lighting supplier to discuss the provision of additional lighting features surrounding the Tesco store for which a quotation was currently awaited; that a response was awaited from Cadbury World regarding a supply of chocolate; that Cllr Rudge had secured a supply of satsuma's/clementine's from Tesco in Chepstow. Cllr Harris advised that contact still needed to be made with local Press regarding the event and she expressed a desire to secure a platform which could be used at the event.

The CEO advised of the necessity for a meeting to take place between herself and Cllr Harris in order to produce a risk assessment for the event. Cllr Harris requested that for the 2015 event consideration be given to utilising the cone tree purchased for the 2013 event at the Council Office, with a natural tree then purchased for the Town.

Councillors were advised that the next Working Party meeting would take place at the beginning of September.

13. **COMMEMORATION – 100TH ANNIVERSARY OF THE START OF WW1**

Prior to the meeting Members were provided with a copy of the two quotations which had been obtained for the printing of the Orders of Service for the event. Responding to a question which had been raised by Cllr Matthews, the CEO advised that it was more cost effective to outsource the printing of the Orders of Service.

During discussion it was noted that on the front page the Legion proposed to place both their Crest and that of the Town Councils in the left and right hand corner respectively in colour, with a black and white image of a soldier going over the top of a trench. It was **proposed by Cllr Pearman, seconded by Cllr Harris**, that quotation 2 (The Graphics Shack) would be accepted at a cost of £75.00, with only the Legion's and the Town Council's crest being shown in colour on the front page. Unanimous.


Action by – the CEO

14. **SUSTRAN CYCLE PATH**

Cllr Greenwood advised that Sustrans were no longer involved in the scheme, however, due to his membership of the steering group he hoped to be able to provide the Council with an update in the future.

15. **TREE SURVEY (OWNER/OCCUPIERS LIABILITY) – COUNCIL AND CUSTODIAL**

Prior to the meeting Members were provided with copies of the two quotations which had been obtained for the work (the third quotation classed as "no quote" due to qualifications).

Discussion took place regarding the price quoted by quotation 1 for the survey in years 2-4 and the possibility of receiving only an electronic version of the report was mooted in order to help reduce costs. Responding to a question raised by Cllr Matthews, Cllr Bonser reminded her fellow Councillors that it was not possible for Council staff to undertake such a survey as they did not possess the required qualifications/insurance. It was **proposed by Cllr Ives** that the quotation 1 (Richard Cole Contractors) be accepted. **Seconded by Cllr Pearman**. Delegated Powers were then bestowed on the CEO to negotiate a reduced price for the work. **Proposed by Cllr Ives, seconded by Cllr Pearman**. Unanimous. Cllr 

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Osborne requested that a member of Ground staff accompany the contractor during the survey in order that it may be classed as a learning exercise.

Action by – the CEO

16. FORMAL CORRESPONDENCE RECEIVED

- Gloucestershire County Council – Active Together Scheme – Letter from County Cllr Dorcas Binns, Cabinet Member for Public Health and Communities providing details of the new grant scheme.
- Gloucestershire County Council – E-mail from Mr Jason Humm, Area Highways Manager, advising of the next Highway Information evening on 21 July 2014 in the Council Chamber, Shire Hall from 6.00 pm to 8.30 pm. It was noted that it was not possible for the Council to send a representative due to a clash of meetings. County Cllr Preest advised that he, together with Cllrs Bevan, Pearman and the CEO would meet with the Lead Portfolio Member for Highways during June and County Cllr Preest was requested to once again raise the issue of the sign for Hams Road.

Action by – County Cllr Preest

- Lydney Community Centre – providing notice of a meeting on 25 June 2014 at 2.00 pm to receive a report from FDH Architects re consultation options for the future of the Centre.
- Local Action Group (LAG) – E-mail from Mr Bob Watters providing an update on the LAG's funding bid to the European Rural Development Programme 2014-2020.
- Forest of Dean District Council – 4G at 800 MHz and possible disruption to Freeview in Forest of Dean – E-mail from Ms S Woodhead advising of the action to be taken in the event of disruption being experienced.
- Unison – Letter from Ms Heather Wakefield, National Secretary Local Government, Police and Justice on behalf of Ms Gill Archer confirm the trade dispute which continues between members of Unison and the Council and providing a formal Notice of an official industrial action ballot of Unison members; ballot to close at 10.00 am on 23 June 2014.
- Gloucestershire County Council – E-mail from Ms S Williams, Strategic Planning Officer, providing details of the next Local Transport Plan Review 2014 which will take place in the Council Chamber, Shire Hall, on 3 July 2014 from 2.00 pm to 4.00 pm. **County Cllr Preest and Cllr Thomas to attend.**
- Gloucestershire Playing Fields Association – providing a copy of the May newsletter.
- Local Action Group (LAG) – E-mail from Mr Bob Watters providing an update on the development of Local Development Strategies for the next European Local Action Group funding programme which commences in January 2015.
- Department for Communities and Local Government – Letter from Mr Nick Boles MP, Minister for Planning, providing a response to the Council's request that a referendum be held regarding the proposed housing development in Allaston. **CEO to contact Forest of Dean District Council to ascertain if they would support the developer funding such a referendum.**
- The Dean Academy – Prospects Academies Trust – Letter from Mr David Gaston, Principal of The Dean Academy, advising that Prospects Academies Trust will no longer sponsor schools. County Cllr Preest advised that he had attended a meeting with County Cllr Paul McLain and the Director of Children's Services at Gloucestershire County Council who were not unduly concerned regarding the withdrawal of Prospects Academies Trust. It was noted that the EO would forward an e-mail which had been received from a concerned member of the public to Cllr Matthews (as Liaison Councillor to the Academy) in order that she may provide an update.
- Gloucestershire Market Towns Forum – E-mail from Mr Bob Watters, Chairman, Gloucestershire Market Towns Forum extending an invitation to attend the next

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networking meeting in Cirencester from 3.30 pm on 26 June 2014.

- Severn Estuary Partnership E-news – May 2014 E-newsletter outlining the work undertaken during the month and providing advance notice of the Severn Estuary Partnership Forum. Cllrs Greenwood and Thomas expressed an interest in attending the Forum.

17. COMMITTEE AND OTHER REPORTS

Planning and Highways Committee

Prior to the meeting Members were provided with a copy of the notes from the Delegated Powers meeting which took place on 13 May 2014.

Cllr Greenwood provided an overview of the Committee meeting which had taken place earlier in evening, at which unanimous agreement had been reached over an objection to a planning application for a solar farm at Nibley Mill. Cllr Greenwood also spoke on the discussion which had taken place regarding Oakdale and highlighted that a Senior Planning Enforcement Officer had attended the meeting and had given a commitment to pursue compliance with Planning Conditions at the site.

Discussion then took place regarding the provision of a community fund which the Nibley Mill applicant had originally said would be held by the Town Council, however, they had since advised that the fund would be transferred to a third party Trust. Responding to a question raised by the CEO, Cllr Biddle advised that Lydney Area in Partnership had not been approached to hold said fund.

Ratification of Cllr Pearman's appointment to the Committee was **proposed by Cllr Bevan, seconded by Cllr Matthews**. Unanimous.

A48 Meeting

Cllr Thomas advised that the road signs had now been updated and that access could be provided to speed guns in order to allow Parish and Town Councils to conduct speed monitoring, the details of which could be relayed to the Police. Cllr Rudge felt it advantageous to locate a speed camera close to Norchard.

Personnel Committee

Report given under Agenda Item 9 – Personnel Committee Structure.

Flood Defence Meeting/Fallers Field

It was noted that Officers from Forest of Dean District Council had advised that a report on Fallers Field could be supplied within one month.

NDP Steering Group

Cllr Pearman advised that a positive meeting had taken place with Officers from Forest of Dean District Council who had provided comments on the Examiners Version of the Plan. It was noted that a few minor changes would be made to the Plan and it was explained that Plan had deliberately been written so as not to include the Docks area. Cllr Pearman advised that the next meeting would take place on Wednesday 11 June 2014 at 7.30 pm.

Responding to questions raised by Cllr Harris, Cllr Pearman advised that the date for the referendum was dependent upon the Independent Examiner and confirmed that only those who received a copy of the Plan would be polled in the referendum.



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Lydney Town Hall Trust Management Committee

Cllr Bonser advised that meetings were now held on the second Thursday of each month, therefore a report would be made at the next Town Council meeting.

18. COUNTY COUNCILLOR REPORT

County Cllr Preest advised that three properties in the Town owned by the County Council had since been sold and he hoped that the proceeds from the sale would be used to fund improvements to the Bream Road junction. County Cllr Preest highlighted the challenge facing the County Council to save £75m over the next three years and advised that a briefing sheet would shortly be issued to Parish and Town Councillors in order that a clear mandate was received from the community regarding how such savings could be achieved. Whilst he felt that the National Planning Policy Framework to be a beneficial document, County Cllr Preest stressed the obligation for Local Authorities to hold a five year housing supply, which he felt favoured developers. It was noted that Mr Mark Harper MP had still not provided a response in respect of the Council's letter.

Cllr Matthews voiced her disappointment that parking restrictions had still not been implemented in Bream Road and suggested that they may not be installed until September. However, County Cllr Preest requested that he be permitted to obtain clarification from the Local Highways Manager.

19. DISTRICT COUNCILLOR'S REPORTS

District Cllr Osborne advised that District Cllr Jane Horne had been elected as Chairman of the District Council and District Cllr Norman Stephens had been elected as Vice Chairman.

District Cllr Bevan noted that the Bream Road car park was now full since a period of grace had been awarded to parents wishing to use the car park to drop off/collect their children, however, he emphasised the need for parents to also be educated in the benefits of walking children to school as the roads were still full. District Cllr Bevan also welcomed the installation of Vehicle Activated Signs for the Town; highlighted the lack of signage on the Oakdale development which impeded emergency services from finding locations; advised that he had been re-elected to the District Council's Planning Committee and had also been appointed to the shadow committee for Gloucestershire's Economic Growth. Furthermore, District Cllr Bevan advised that in light of the decision taken to provide 14 free car parking spaces in Mitcheldean, he had requested that consideration be given to providing 10 free 30-minute spaces in Newerne Street car park where the garage block was demolished.

20. COUNCILLORS REPORTS

Cllr Berryman advised that he had received a complaint from a member of the public that two German Shepherd dogs were running loose in Bathurst Park and he questioned who was responsible for enforcing that dogs were not permitted in the Ladys' Park. It was agreed that the matter would be deferred to Bathurst Park and Recreation Trust for consideration and that the CEO would investigate the matter of the Park's Bylaws.

Action by – the CEO

Cllr Thomas advised that on 20 June 2014 he would attend a Forest Forum at which feral wild boar would be discussed and although whilst discussions would take place throughout the day, it would be possible for Councillors to also attend evening sessions. Accordingly, Cllr Thomas called for his fellow Councillors to inform him if they were interested in attending.

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Cllr Greenwood requested an agenda item for the September meeting regarding a revision to the Council's Renewable Energy Working Document and gave a commitment to discuss the matter with Cllr Preest in the interim.

Action by – the CEO

Cllr Bonser reminded Cllr Matthews of the Lydney Town Hall Trust Management Committee meeting which would take place on Thursday 12 June 2014 and advised that she had received numerous complaints regarding the public toilets in the Park. It was agreed that the matter would be an agenda item for the next meeting of the Bathurst Park and Recreation Trust.

Action by – the CEO

Cllr Preest questioned if the development at Highfield Road had breached their planning consent due to the presence of large deposits of mud on the road and the length of time that the footpath was closed. Whilst he noted that the road surface was due for resurfacing, Cllr Preest requested that the CEO make enquiries with Forest of Dean District Council as to the requirement for the developer to remove surface mud on the road and also reinstate the footpath.

Cllr Ives questioned if the Council were able to re-open the underpass at the mainline railway station. Cllr Berryman advised that the Council were only able to apply pressure to Network Rail and Cllr Thomas provided an overview of discussions with Network Rail regarding future plans for the station.

Cllr Matthews reported on traffic problems which were being faced due to the closure of the Parkend Road, with no known end date for the works.

Responding to a question raised by Cllr Vaughan, Cllr Matthews advised that she had not stepped away from involvement with the Youth Council and advised that The Dean Academy had requested a further meeting with Youth Council Liaison Councillors. Whilst it was noted that Cllr Vaughan mooted an interest in joining the Youth Council Liaison Councillors, she stressed the need for information to be shared amongst the appointed Councillors.

Cllr Osborne advised that an elderly resident of Lydney Park Estate had, for the second time, been left without any form of telecommunication (including emergency assistance alert system) for 11 days due to the fact that a vehicle had brought down a telephone pole. Cllr Osborne advised that the telephone line was only reconnected once he had personally raised the resident's plight with the Chairman of BT.

Cllr Harris questioned how the 20 mph speed limit through the Town could be enforced as she had been informed by a PCSO that the Police were not able to enforce the restriction due to a lack of 20 mph repeater signs and she requested that County Cllr Preest raise the matter during his meeting with the Lead Portfolio Member for Highways. County Cllr Preest advised that investigations were being made into what projects in Lydney had been previously funded by the £20,000 highway fund allocated to each County Councillor.

Cllr Rudge informed Members that he had responded to several questions raised by a member of the public on issues relating to Forest of Dean District Council's responsibilities (e.g. polling venue, car park charging, the situation with Asda's planning application). Cllr Rudge advised that members of the public had stated that they were frustrated by a lack of information on local issues. The CEO advised that the Town Council had resolved not comment on the legal challenge to the Asda planning application at this moment in time.

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21. PRESS RELEASE

None.

22. MEETING DATES

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

- 14 July 2014 – Planning and Highway Committee (commencing at 6.00 pm)/7.00 pm Full Council.

Meeting closed at 9.44 pm

Chairman 

Date 14/7/2014