

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/07/14 – 36

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 14 July 2014 at 7.00 pm.

**PRESENT:** Cllrs B Berryman (Chairman), J Bevan, D Biddle, C Harris, V Hobman, H Ives, C Matthews, W Osborne, B Pearman, A Preest, S Rudge and B Thomas

Seven members of the public

Mr D Middlemiss – Presentation only

Mrs L Maller, Community Engagement Officer, Forest of Dean District Council

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

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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 30 minute presentation was given by Mr D Middlemiss (RSP, GradIOSH, MIIRSM, MinstLM) to Council regarding its health and safety obligations/Duty of Care to its employees.

Mr Middlemiss then excused himself from the meeting.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Bonser, Greenwood and Vaughan.

2. **DECLARATION OF INTEREST**

Cllr Matthews – agenda item 12 – Freedom of Information/Publication Scheme.

3. **MINUTES OF PREVIOUS MEETING**

Cllr Matthews stated that on page 22 of the previous meeting's minutes she had actually been against the motion. However, Members were reminded that minutes were not verbatim. Cllr Matthews was adamant that she had asked for her sentiments to be recorded.

Regarding item 11 of the previous minutes relating to Adoption of Freedom of Information/Publication Scheme, Cllr Matthews requested that the minutes reflect her opinion that all of the advice provided via different individual sources was incorrect.

Approval of the minutes of the Town Council meeting held on 9 June 2014 was **proposed by Cllr Harris, seconded by Cllr Thomas**. Vote carried with two abstentions.

4. **POLICE MATTERS**

Members were disappointed to note that a crime report had not been provided by the Police, neither had an Officer attended the meeting. It was **proposed by Cllr Osborne** that the CEO write to the local Police Sargent to record Council's disappointment over the lack of a report.



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/07/14 – 37

Cllr Matthews spoke in support of the motion, due to incidents she reported had been experienced over the weekend as a result of the local Prom; at the Lydney Gateway and sales of alcohol in a Public House. Regarding the last comment made by Cllr Matthews, Cllr Harris advised that another Councillor (Cllr Vaughan) had witnessed the sale of alcohol at the Public House and that two of the youths involved had been asked to produce ID, which the Landlord believed had been valid. Cllr Harris advised that she had been asked to bring the matter to the table by Cllr Vaughan.

Responding to a query which had been raised by Cllr Harris, Cllr Matthews advised that the missing child had been related to a parent who she knew; that she and the parent had called into all the Public Houses in the town and had managed to locate the child, who had been in a Public House since 6.00 pm. Cllr Matthews advised that Police had viewed CCTV imagery from the Public House concerned and stated that no ID had been requested. The CEO stressed that the onus was for that of parental control.

### **Community Safety Partnership Meeting**

Prior to the meeting Members were provided with a copy of the minutes from the last meeting on 14 May 2014 and attention was drawn to the next meeting date of 30 June 2014. It was suggested to Council by Ms Maller that the next meeting would take place in September and it was agreed that the meeting date, when known, would be forwarded to all Councillors in an effort to secure attendance by a representative.

**Action by - the CEO**

### 5. **DEMENTIS FRIENDLY COMMUNITIES**

Cllr Berryman welcomed Mrs Maller, Community Engagement Officer, Forest of Dean District Council to the meeting.

Mrs Maller proceeded to introduce herself to the Committee and then spoke on her aim to increase the number of dementia friendly communities. Members were advised that they were able to attend a two hour session which would provide basic information on dementia at Forest of Dean District Council. Mrs Maller also offered to run a session in the Town Council's Chamber and, as a resident of Lydney she expressed a desire to work with the Council to enable it to become a leading force in the creation of a dementia friendly community for the Town.

Members noted that it was at their discretion as to whether they wished to attend a session at Forest of Dean District Council. Members had previously declined to respond to the CEO concerning hosting a session in the Chamber.

**Action – Members to attend sessions at Forest of Dean District Council**

### 6. **OPEN FORUM**

Mr C Knight, Chairman, Lydney Town Hall Trust Management Committee and Mrs Rosie Atkinson, Secretary – advised that he would provide each Councillor with a letter outlining the achievements to date of the Management Committee and stressed that the building had been previously neglected, both maintenance and publicity wise. On behalf of the Management Committee, Mr Knight voiced an intention to submit a grant application to the Council seeking to cover the day-to-day running costs of the building; stressed the effect that the relocation of both Lydney Dial-a-Ride and the Air Cadets had had on the income of the building; stressed the thousands of hours which had been put into the building to date. Cllr Berryman noted that the letter would be submitted to the Finance and Scrutiny Committee for consideration.



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/07/14 – 38

Mr W Owen, 3 Augustus Way, Lydney – highlighted that the Lakeside flooding problems had arisen over many years, which he felt could be attributed to lack of clearance work on the culvert as the situation had not recurred since the culvert was now being cleared. Mr Owen stressed the need to ensure that the situation did not deteriorate and expressed a desire that insurance companies would soon have the confidence to insure those properties on which insurance had previously been declined.

### 7. COMMUNICATIONS BY THE MAYOR

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

- Evening at Lydney Town Hall with the Mayor of Brehal

Cllr Bevan excused himself from the meeting at this point.

### 8. 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:-

#### Data Transparency/Recording of Meetings

Prior to the meeting, Members were once again provided with a copy of the guidance from the Department for Communities and Local Government: Councils and other local bodies – filming and reporting their meetings, knowing what they do: your rights, together with a copy of the guidance from Communities and Local Government – The Code of Recommended Practice for Local Authorities on Data Transparency.

The CEO sought guidance as to whether Members wished to tape record future meetings and if so agreed, implement a similar system to that utilised by Forest of Dean District Council. It was stressed that the minutes of the meeting would remain as the only legal record of the meeting and that such minutes were not verbatim.

During discussion Cllr Berryman spoke against the suggestion and stressed the financial burden which would be placed on the electorate through the installation of such a system; Cllr Osborne advocated the trial use of a tape recorder in order to ascertain if such a low cost system could be utilised; Cllr Ives felt that the cost of such a system should be factored into Members' decision and he suggested that the matter should not be pursued if the implementation costs exceeded 3-4 figures; Cllr Pearman suggested that the Council needed to consider the principle only of recording meetings and felt that if agreement was reached to tape record meetings, purchase a good quality system whose recordings may then be used in a Court of Law; Cllr Matthews spoke in support of tape recording meetings as such recordings could then be accessed by the visually impaired, however, Members were informed that upon request the Council would provide copies of minutes in alternative formats.

After a short further discussion it was **proposed by Cllr Osborne, seconded by Cllr Matthews** that for trial purposes a voice recording implement would be placed in the centre of the Council Chamber at the next meeting. It was noted that the CEO already possessed a Dictaphone which could be utilised.



Action by – the CEO

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/07/14 – 39

The CEO informed Council that as of 9 July 2014 Mr T Howley was no longer employed by the Council. Noted.

### Councillor Training

As per the request by Cllrs Greenwood and Thomas to attend the Severn Estuary Forum on 16 September 2014, Members were asked to approve expenditure of £86.10 in respect of their admission tickets. Responding to a question which had been raised by Cllr Ives, the CEO advised that both Members were entitled to express an interest in attending. It was **proposed by Cllr Prest, seconded by Cllr Pearman**, that said expenditure would be incurred by the Council. Unanimous.

Action by – the CEO

## 9. FINANCIAL MATTERS

### FINANCIAL STATEMENT -

JULY 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	(Incl 1st instal of Precept)
Receipts MAY	4,139.31	
<b>Receipts JUNE</b>	<b>10,287.64</b>	<b>Receipts Summary attached</b>
Receipts JULY	-	
Receipts AUGUST	-	
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
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	
<b>Total Receipts YTD</b>	<b>257,416.53</b>	

#### PAYMENTS

Payments APRIL	23,319.38	
Payments MAY	34,736.21	
Payments JUNE	58,611.03	
<b>Payments JULY</b>	<b>38,250.01</b>	<b>Detailed below</b>
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	
<b>Total Payments YTD</b>	<b>154,916.63</b>	
<b>Total</b>	<b>348,444.21</b>	

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# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/07/14 – 40

Reconciled Bank Statements as at end	JUNE	Bank statements attached
LLOYDS BANK - Current account	153,448.81	
LLOYDS BANK - Youth Council - current	885.96	no recent transactions
LLOYDS BANK - NDP - current	4,444.01	
<b>LLOYDS BANK - Earmarked Reserves:</b>		
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	
<b>LLOYDS BANK - General Reserve</b>	142,804.82	189,035.46
<b>Bank Balances as at: 30-Jun-14</b>	<b>348,444.21</b>	<b>0.00</b> check

<u>JULY PAYMENTS</u>	<u>Postcode</u>	<u>Chg. No</u>	<u>Details/Spending Power:</u>
<b>Payments made by Direct Debit/Standing Order</b>			
<b>via General Power of Competence</b>			
ATOS Fuel Genie	13.6.14	532.51	DD Monthly Fuel for van/mowers
Cablestream Ltd	16.6.14	134.24	DD Monthly Telephone
Tate Computer Technology Ltd	20.6.14	79.20	STO Monthly Establishment Charges
Forest Equipment Services	20.6.14	720.76	DD Monthly Litter Picking
FoDDC: Non Dom Rates - Cemetery	23.6.14	68.00	DD Monthly Cemetery
Dean Truck Repairs	30.6.14	234.00	STO Monthly Van Lease
SITA UK Ltd	30.6.14	32.23	DD Monthly Cemetery
British Telecom	30.6.14	108.60	DD Quarterly Broadband
Interim Payments: Sub total		1,909.54	
<b>Interim Payments made in advance of meeting:</b>			
IIRSM (Int Inst of Risk & Safety Mgmt)		165.00	7608 Annual Subscription
Pitman Blackstock White Solicitors		300.00	7609 Ad hoc Corporate
Corporate Expenditure		9,896.46	BACS Ad hoc Corporate
Interim Payments: Sub total		10,361.46	

**Payments for approval at meeting held on: 14th July 2014**

Corporate Expenditure	~	10,907.83	BACS	Monthly	July
HMRC	~	3,108.93	BACS	Monthly	July
Gloucestershire LGPS	~	4,109.66	BACS	Monthly	July
		18,126.42			
Mr Cackett	GL16	374.00	7610	Bi-annual	B'fwd from 2013/14
L Cole Electrical Contractors	GL15	86.40	7611	Ad hoc	Establishment Charges
Columbaria	GL15	84.00	7612	Ad hoc	Cemetery
M E Damsell	GL15	48.00	7613	Ad hoc	Cemetery
Gloucestershire County Council	GL1	112.00	7614	Ad hoc	Corporate
Gloucestershire Rural Community Council	GL1	25.00	7615	Annual	Subscription
Kane Mailing Systems Ltd	CF82	102.00	7616	Annual	Establishment Charges
Officestar Group Ltd	GL16	219.39	7617	Monthly	Stationery
Pear Technology Services Ltd	PO9	571.20	7618	Ad hoc/Annual	Contingency / Mapping
Sage UK Limited	NE13	858.00	7619	Annual	Establishment Charges
The Distribution Business	EC4A	115.46	7620	Quarterly	Newsletters
Whitehouse Press	GL15	435.00	7621	Quarterly	Newsletters
Corporate	~	29.00	7622	Bi-annual	Corporate
Corporate	~	10.00	7623	Annual	Corporate
Dean Mowers Ltd	GL15	319.59	7624	Ad hoc	Machinery
BPRT	~	1,328.04	7625	Quarterly	VAT repaid
LRT	~	2,325.47	7626	Quarterly	VAT repaid
Postage by Phone (Pitney Bowes)	~	609.60	7627	Quarterly	Establishment Charges
Petty Cash & increase for August Recess	~	168.77	7628	Monthly	Estab Chgs, Mtg Costs, Office Equip, Tph
Light Fantastic DIY Ltd	GL15	31.67	7629	Monthly	Floral Displays
<b>Payments for approval: Sub total</b>		<b>25,979.01</b>			

**TOTAL PAYMENTS JULY 38,250.01**

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/07/14 – 41

NEIGHBOURHOOD DEVELOPMENT PLAN:

*NB: No transactions since previous statement*

YOUTH COUNCIL:

*NB: No transactions since previous statement*

**A list of unpresented Cheques (For information only)**

Image Signs	360.00	7126
Tesco - deposit	165.00	7483
Brissco	294.00	7587
GAPTC	245.00	7589
Tate Technology Ltd	1,798.80	7599
<b>Total</b>	<b>2,862.80</b>	

### **Monthly Financial Statement**

Members were reminded that the Financial Statement had been placed on the table before each Member's seat for inspection prior to 6.00 pm in the evening.

Cllr Matthews queried why £200 had been incurred with Pitman Blackstock White Solicitors and was informed that the expenditure related to advice taken by a former employee regarding their departure from Lydney Town Council which Council had agreed to fund.

Cllr Bevan returned to the Chamber at this point.


Approval of the Monthly Financial Statement was **proposed by Cllr Harris, seconded by Cllr Thomas**. Vote carried with one abstention (Cllr Bevan<sup>1</sup>).

**Cllr Osborne proposed** that Delegated Powers be bestowed on the CEO and two Councillors in order to address any payments which were required to be made during August. **Seconded by Cllr Harris**. Unanimous.

### **Local Government Pension Scheme (LGPS)**

Cllr Pearman informed Members of the recommendation which had been unanimously agreed at the Personnel Committee meeting, that the Council consider setting up a separate bank account which could be used to cover any shortfall in the LGPS, with funding derived from any surplus which remained in the budget at year end.

During his report Cllr Pearman reminded Members that over the last few years due to the implementation of correct budgetary management, a small surplus had remained in the Council's budget at year end, and he hoped that this would also occur at the end of the current financial year. Members were reminded of the sum which had to be paid to the LGPS as a result of the previous Clerk's retirement on ill health grounds and were informed of the Personnel Committee's recommendation that 50% of any surplus remaining in the budget at year end could be allocated to a separate bank account of the Council's which could then be used to cover any LGPS deficit in the future. Cllr Matthews raised the issue of insurance and advised that Government had advised against Councils setting inflated budgets. Cllr Pearman reiterated that funding for the account would only be derived from any surplus which remained at the end of the year and stressed that funding would not form part of the Council's Precept demand. The CEO advised that the Council currently insured its highest member of staff. Cllr Osborne advised Members that the Council had increased its Precept demand for the last two years to attain the charge incurred as a result of the former Clerk's ill health retirement and he continually faced questions from the electorate as to when such a charge

  
<sup>1</sup> 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 – 2014/07/14 – 42

would finally be repaid. Furthermore, Cllr Osborne suggested that any surplus in the budget should be used to offset the aforementioned charge.

In answer to Cllr Osborne's statement, Cllr Pearman reminded all Members of the Council's precarious situation which had arisen over previous years, together with the fact that by September 2012 the Council's budget was £20,000 in deficit and he stressed that over the last three years the Council's budget had been correctly calculated and managed. Responding to a comment made by Cllr Osborne, the CEO advised that the Council had never given an assurance to the electorate at a previous Annual Town Meeting that it would reduce its Precept and would provide a copy of the relevant Annual Town Meeting minutes to substantiate this point.

**Cllr Pearman proposed** that in the future the Council would set up a separate bank account and annually, at year end, would transfer 50% of any surplus funding remaining in the Council's budget to said account for the purposes of offsetting any future LGPS funding deficit. **Seconded by Cllr Harris.** Vote carried.

**Action by – the CEO**

### 10. PERSONNEL COMMITTEE REMIT

Cllr Pearman advised that the Personnel Committee had now met and as part of said meeting had considered the expansion of their remit. As a result, Cllr Pearman presented the Committee's recommendation that the Committee's remit be expanded to include responsibility for staff training (in line with annual appraisals and budgetary control), computer hardware/software and Health and Safety Management.

Cllr Matthews spoke against the expansion of the Committee's remit and stressed that whilst the Council did not wish to "shut down" training, it needed to be sensible with its budgets. Accordingly, **Cllr Matthews proposed** that the Committee's remit remain unchanged. **Seconded by Cllr Osborne.** Vote failed.

**Cllr Pearman repeated his proposal** that the remit of the Personnel Committee be expanded to include responsibility for staff training (in line with annual appraisals and budgetary control), computer hardware/software and Health and Safety Management. **Seconded by Cllr Preest.** Cllr Preest spoke on the need to have faith in the operation of a Committee structure and the corporate responsibility of all Members. Vote carried.

**Resolved:** To expand the remit of the Personnel Committee to include responsibility for staff training (in line with annual appraisals and budgetary control), computer hardware/software and Health and Safety Management.

The CEO clarified that the training budget would now be split between employee related training and Councillor training, stressing that the division would not be an equal split but borne out of staff appraisals/Members desire to attend training courses/seminars. Noted.

### Employment Advice

Members were asked to consider the recommendation by the Personnel Committee to utilise the CEO's NEBOSH "on-site" experience, rather than contract out such work; with Ellis Whittam only being engaged for employment advice only.

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/07/14 – 43

Cllr Pearman reminded Members of the Health and Safety training which had been undertaken by the CEO, the cost of which had been borne by the Council and he spoke in support of the Council now maximising the investment which it had made in its staff. Accordingly, **Cllr Pearman proposed** that the Council would utilise the CEO's NEBOSH "on-site" experience, with Ellis Whittam engaged for employment advice only. After a short discussion **Cllr Matthews agreed to second** the motion, with a slight amendment that following the presentation earlier in the meeting, Councillors also be provided with basic Health and Safety Training. Members were informed that the CEO was sufficiently qualified in order to provide training to Councillors, however, it was stressed that Councillors would need to accept the advice provided. Responding to Cllr Matthews's comment for certificated training, the CEO advised that she was happy to provide a joint training course with Mr Middlemiss and it was agreed that she would obtain costings for same, in order that they may be considered at the next meeting. Unanimous.

**Action by – the CEO**

11. **CUSTODIAL**

Members were asked to appoint a Chairman in respect of the Bathurst Park and Recreation Trust. **Cllr Harris proposed** Cllr Vaughan to the position. **Seconded by Cllr Rudge.** Cllr Ives spoke on the importance of electing a Councillor with experience to the position; **Cllr Ives duly proposed** Cllr Osborne for the role. **Seconded by Cllr Matthews.** The nominations were put to a vote which was tied. Cllr Berryman elected to use his Chairman's vote and Cllr Osborne was appointed to the role due to his experience.

12. **FREEDOM OF INFORMATION/PUBLICATION SCHEME**

Prior to the meeting Members were provided with a copy of the Council's Freedom of Information/Publication Scheme Policy, as approved at the June Full Council meeting.

Members were requested to add the document to their Policy folders.

13. **COUNCILLOR'S E-MAIL ADDRESSES**

Prior to the meeting Members were provided with a copy of the suggestion which had been made by Cllr Greenwood, for Members to be provided with individual e-mail addresses, together with details of the cost which would be involved.

It was **proposed by Cllr Matthews, seconded by Cllr Preest,** that no action would be taken. Unanimous.

14. **CHRISTMAS 2014**

Cllr Harris reported that a further meeting of the Working Party would take place in early September and she expressed thanks to Cllr Hobman for the design of the carol sheet which would be used at the event. It was noted that the CEO would obtain costings for the printing of the sheet through external means, as this proved to be more cost effective than producing in-house. It was **proposed by Cllr Osborne, seconded by Cllr Thomas,** that Delegated Powers would be bestowed on the CEO to resolve the matter. Unanimous.

**Action by – the CEO**

Cllr Harris called on her fellow Councillors to attend and support the Council event as Marshals. It was also noted that the Council would need to provide seats for Lydney Training Band (and convey/return same), would require Members to act as Marshals, operate the PA system, etc.





# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/07/14 – 44

Cllr Rudge offered his assistance to the event, plus that of three family members; Cllrs Pearman, Harris and Ives offered their assistance as Marshals; Cllr Biddle offered to supply/convey/return seats required for the band; Cllr Rudge offered to erect the gazebos which would be used as part of the event; Cllr Preest offered his assistance with the PA.

Cllr Harris advised that Mr Hobman had been co-opted onto the Working Party; Mr Hobman confirmed that Mr C Higgs had been honoured to be asked to switch on the lights with the Mayor. Mr Hobman was also requested to provide the CEO with a copy of his DBS check and whilst it was noted that Mr Hobman had been advised by Gloucestershire County Council that he would not require a DBS check, the CEO stressed that the event was insured by the Town Council, not the County Council. Cllr Rudge offered the use of the Poppy radios at the event and it was noted that Cllr Rudge had managed to obtain a supply of tangerines from Tesco Chepstow branch and he was hopeful of obtaining a donation from Tesco Lydney branch.

Cllr Harris gave a commitment to contact local theatrical organisations to establish if they would be able to provide a suitable chair for use by Santa, and also a platform. Members also noted that Danters Fairs had been requested to attend with their cups and saucers and enquiries would be made to establish if they would also be able to provide mulled wine/hot chocolate/roasted chestnuts. The CEO advised that, with consent of Council, Cllr Harris would assume the role of Lead Councillor for the event; that the risk assessment would be produced by the office and signed off by Cllr Harris; that a licence for a bucket collection would be applied for by Cllr Harris. It was noted that Cllrs Harris and Vaughan would decorate Santa's Grotto with decorations kindly supplied by Cllr Hobman; that Cllr Harris awaited confirmation that the Co-operative Store had formally consented to the use of their land for the event; that Cllr Rudge would be asked to provide evidence that the lights and PA system had undergone an appropriate electrical test.

It was noted that due to the event being on a weekend (no overtime sanctioned), there would be no staff attendance.

### 15. COMMEMORATION – 100<sup>TH</sup> ANNIVERSARY OF THE START OF WWI

Cllr Rudge advised that the arrangements for the event were proceeding to plan and that a timing programme had been produced. Cllr Rudge advised that Lydney Air Cadets had offered their assistance on the day, however, confirmation of their involvement had yet to be received from the Forest of Dean Sea Cadets. Furthermore, Cllr Rudge highlighted that it may be necessary to call on the assistance of his fellow Councillors to set up the Church on 9 August 2014.

Cllr Berryman enquired if an invitation to attend the event had been extended to Coleford Town Council and Cllr Rudge gave a commitment to confirm this fact. Cllr Rudge was also asked to confirm that the Order of Service would be provided to the Town Council's office by the deadline set by the printer and it was queried if a specific role had been allocated for the Mayor's Cadet at the event. Cllr Rudge confirmed that the issues highlighted would be raised at the Legion's meeting the following day.

During discussion Members sought clarification over where they were required to report to on the day; Cllr Rudge felt that Members were required to meet at the Church, but again, gave a commitment to confirm arrangements at the Legion meeting. Cllr Osborne voiced his intention to attend the RBL Branch and Centenary meeting and would request that the Chairman provide the CEO with a full schedule for the day by Thursday 17 July 2014, in order that it may be disseminated to all Councillors.

  
Action by – Cllr Osborne

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/07/14 – 45

Cllr Harris sought confirmation as to which retailers the Cadets would be leaving from. Whilst Cllr Rudge was not able to name specific retailers, he felt the area covered would span from Malcolm Whites to David Kear's.

16. **CYCLE PATH**

Deferred to Lydney's NDP Steering Group.

17. **LYDNEY'S RENEWABLE ENERGY POLICY**

Deferred until September meeting due to Cllr Greenwood's absence.

18. **LYDNEY YOUTH COUNCIL**

Cllr Matthews spoke on the positive meeting which had taken place with members of The Dean Academy, who wished to move forward with the reformation of the Youth Council sooner rather than later. Cllr Matthews advised that The Vibe Café had offered to undertake all administrative duties and responsibilities for the Youth Council, including that of a Facebook page and she stressed that Officers from The Vibe Café were specifically trained to work with youths. However, Cllr Matthews advised that she was not able to offer any commitment to the project herself prior to Christmas, either during the daytime or evening.

The CEO advised that the Council needed to decide if it wished to move forward with a formal Youth Council which mirrored that of the Town Council, or if it wished to provide The Vibe Café with a donation for the operation of a Youth Forum.

Cllr Harris spoke in agreement with sentiments which had been expressed by Cllr Osborne at the last meeting namely that a Youth Council should be operated on a more formal basis. Cllr Osborne expressed a view that a Youth Council should mirror that of a Council; advocated that its members attend Town Council meetings on a rotational basis. **Cllr Osborne proposed** that £500 from the funding held for a Youth Council should be donated to The Vibe Café, with the matter of a Youth Council formation placed in abeyance until May 2015 when it would be the responsibility of the newly elected Council to pursue. Cllr Preest called for the matter to be an agenda item for the September meeting, as he was against the Council simply donating funding when not all Councillors were aware of the work of The Vibe Café. Cllr Matthews stressed that the interested youths would service not only The Dean Academy, but also the Skate Park/MUGA and she highlighted their willingness to engage. Cllr Matthews then spoke passionately against the requirement for the Youth Council to be operated on a formal basis; stressed that if the Council donated a sum of money to The Vibe Café; its Officers would manage/control the Youth Council, and spoke on the opportunity which could be afforded the Youth Council members to travel to Europe.

The CEO advised that should the Council wish to donate £500 to The Vibe Café for the provision of a Youth Forum, no insurance provision/liability would then be attributed to the Town Council and questioned if the donation would negate the requirement for the Finance and Scrutiny Committee to consider the grant request received from the organisation in respect to a Community Garden. Cllr Osborne highlighted that the grant request submitted by The Vibe Café was entirely separate to any donation which may be awarded to them in respect of the Youth Council/or suggested "Forum" and he suggested that interested youths be invited to attend the first 30 minutes of Town Council meetings. Whilst he agreed that a donation to The Vibe Café would discharge the Town Council of insurance provision/liability, Cllr Ives felt that an informal Youth Forum should be pursued. Cllr Bonser noted that no agenda points had been requested by Cllr Matthews with regard to consideration of a donation to The Vibe Café and questioned if The Vibe Café had applied for funding from The Forest Youth Forum.

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/07/14 – 46

After a short further discussion it was **proposed by Cllr Preest, seconded by Cllr Harris**, that the matter would be an agenda item for the September meeting. (No vote taken).

**Action by – the CEO**

It was noted that the grant application which had already been received from The Vibe Café would be considered at the Finance and Scrutiny Committee meeting on Monday 21 July 2014.

It was noted that Cllr Matthews would advise The Dean Academy/The Vibe Café accordingly.

**Action by – Cllr Matthews**

### Appointment of Additional Councillor to Youth Council Working Party

The CEO advised that Cllr Vaughan had now requested that her name be withdrawn from the appointment.

Cllr Matthews requested permission to pass all future issues re the Youth Council to Cllr Rudge in order that he may keep pupils of The Dean Academy informed.

### 19. FORMAL CORRESPONDENCE RECEIVED

- Gloucestershire County Council – E-mail from Nigel Riglar, Director Environment, inviting members to take part in the consultation being undertaken on the Gloucestershire Minerals Local Plan Site Options and Draft Policy Framework.
- NALC – Letter from Mr A Jones, Head of Communications inviting all Town Councils in NALC membership to take part in “Flying a Flag for the Commonwealth” on 9 March 2015. **Members’ attention was drawn to the cost of purchasing the required flag (£69.60 inc VAT). Purchase proposed by Cllr Matthews, seconded by Cllr Rudge. Vote carried. Cllr Harris suggested that Mayor’s Cadet be appointed to Fly Flag.**
- Gloucestershire County Council – Notification from County Cllr Binns, Cabinet Member for Public Health and Communities regarding the Active Together grant scheme which had been recently introduced by the County Council. Cllr Matthews suggested that Bathurst Park and Recreation Trust may wish to submit a grant in respect of additional outside gym equipment.
- Forest of Dean District Council – E-mail from Ms T Tremlett re “Lights Out” event on 4 August 2014. **Cllr Matthews requested that the member of the Press present in the Chamber publicise the event.**
- Unison – Letter from Ms H Wakefield, National Secretary for Local Government Police and Justice, advising the Ballot results from Unison. **Members were informed that the Council’s office would be closed on 10 July 2014, however, gates to Bathurst Park would be opened/closed as usual.**
- NALC – Notification from Mr C Borg, Policy and Development Manager, advising that the Department for Energy and Climate Change have issued a consultation on proposals to reform the procedure for gaining underground access to oil or gas deposits and geothermal energy.
- Lydney Train Station – E-mail from a member of the public in which numerous issues are raised regarding the mainline train station (e.g. length of operation time for the barriers, lack of public information regarding amenities offered in Town).
- Mr Payne – Letter requesting an update on the issue of the permissive path over The Tack. **Delegated to Amenities Committee for consideration.**
- Planning for Climate Change Conference – E-mail advising of the conference which will take place on 4 December 2014.
- Lambert Smith Hampton, Commercial Property Consultants – E-mail from Mr P Barrett, advising that his organisation had been appointed by the Environment Agency to dispose

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/07/14 – 47

of the Lydney Harbour Asset. Cllr Biddle advised that he had received an assurance from Mr R Millar, Environment Agency, that community access to the site would be preserved.

- Forest of Dean District Council – Invitation to attend the launch of Forest Routes on Monday 8 September 2014 at West Dean Centre, Bream, from 10.00 am to 3.00 pm.
- NALC – E-mail advising of the Government's announcement that allows Parish and Town Council's to be able to send agendas electronically, rather than in the post.  
**Matter to be September Agenda item.**
- Forest of Dean District Council – E-mail from Mr P Hibberd advising that Government have confirmed new investment in major infrastructure schemes across Gloucestershire including £1million to develop a robust transport strategy for Lydney. County Cllr Preest advised that he had arranged an informal meeting for 17 July 2014 with members of Lydney's NDP group, Cllr J Bevan and the Mayor/Deputy Mayor of Lydney Town Council to discuss how the maximum benefit could be secured for the Town through the use of the funding.
- Forest Voluntary Action Forum – E-mail from Mr T Fretter, Manager, advising that a defibrillator cabinet has been installed on wall of the Co-Op Store in Town, with the equipment's location being advised to the Ambulance Service system shortly. Training sessions to be conducted in the future.
- Gloucestershire County Council – providing a copy of the Parish and Town Council Newsletter for July 2014.
- Forest of Dean District Council – E-mail from Ms M Lee advising that car parking charges in nine District Council owned car parks would be reduced from 1 August 2014. It was suggested that Cllr Harris should approach Forest of Dean District Council to request that car parking charges be suspended in line with the Christmas Lights Switch On.
- Mrs R Christodoulides – E-mail requesting that the Council provide information as to those Councillors involved in the conveyance and sale of the former allotment land at Mount Pleasant; those Councillors who were District Councillors at the point of sale and those who served on the Town Council/District Planning Committee at that time. Mrs Christodoulides was invited to address the Council by the Chairman and it was noted that the information requested was in the public domain and therefore would be released, and that Mrs Christodoulides was considering bringing a civil claim against individual Councillors. Cllr Hobman recalled that all matters relating to the sale of the allotments had been directed through the Council's former Clerk who had been employed at that time.
- Mr B Smith – letter regarding the mining history and heritage of the Forest of Dean and calling on the Council to ensure that the location of any mines which were subsequently "blocked up/filled in" were recorded by means of an appropriate marker. **Members requested that Mr Smith be asked to provide further clarification on exactly what assistance he wished to receive from the Council and to also direct Mr Smith towards Mr K Stannard at The Forestry Commission, who they felt to be in a better position to assist.**

### 20. COMMITTEE AND OTHER REPORTS

#### Planning and Highways Committee

Cllr Preest relayed the Committee's disappointment and frustration that during the meeting they had been advised by Mr B Watkins, Local Highways Manager, Gloucestershire County Council, that the parking restrictions on Bream Road would not be implemented in the foreseeable future. Members noted that the Committee had also received a presentation from Two Rivers Housing regarding their proposals to redevelop the site of 5 & 7 Orchard Road and he called on Forest of

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/07/14 – 48

Dean District Council to justify the waiting list numbers for householders who were seeking properties in Lydney which had been provided to Two Rivers Housing.

## Oakdale Development

Members were pleased to learn that the streetlights on the development were now operational.

## Flood Defence Meeting/Fallers Field

Attention was drawn to the Riparian Owners Flood Defence map which had been placed on display in the Chamber. Cllr Pearman informed Members that he would shortly attend a presentation at the Severn Trent Pumping Station.

## Fallers Field Engineer's Report

Members were advised that an Officer from Forest of Dean District Council had committed to provide the Engineer's report by the end of September and it was noted that the importance of meeting this deadline would be stressed to the Officer during the Flood Defence meeting scheduled to take place shortly. The CEO advised that once the report had been received and considered by Council, a meeting would then be arranged with residents in order to discuss the way forward. Cllr Preest expressed an interest in the amount of funding which would be allocated to Lakeside Avenue from the funding secured via Gloucestershire County Council.

Mrs Christodoulides was then invited to address the Committee and spoke on the frustration over the delay in providing the Engineer's report; acknowledged that Forest of Dean District Council were now undertaking work on the culvert; voiced serious concerns over the Town Council's actions in respect of the sale of the Mount Pleasant allotment ground; advised that allotment holders had been given notice to vacate said ground by the Council; highlighted that the Council had not obtained consent from the Secretary of State for the sale of the statutory allotment ground. Mrs Christodoulides clearly explained that residents would seek redress from the Council if no effort was made to provide a substantial resolution to the problems now experienced through the development of the site. Furthermore, Mrs Christodoulides advised that she had discovered that during periods of wet weather The Highways Agency discharged water from the A48 bypass into the culvert which then exacerbated the problems already experienced with water run-off in this area.

Cllr Preest urged District Councillors to pursue the production of the Engineer's report with Officers at Forest of Dean District Council, as the Council had been advised that the report had been delayed due to lack of resources.

At 9.55 pm it was **proposed by Cllr Thomas, seconded by Cllr Matthews**, that the meeting be extended to 10.30 pm. Unanimous.

Members were advised that Mrs Christodoulides felt that the Council had a Duty of Care to residents to fully consider what remedial work could be undertaken at Fallers Field due to the fact that funding from the sale of the site had been used to purchase the Council Chamber at Claremont House. Mrs Christodoulides stated that she was also in possession of documentation which stated that the funding from the sale of the Mount Pleasant allotments would be used towards the pedestrianisation of Newerne Street and such work was never undertaken.

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/07/14 – 49

## The Dean Academy Representatives Report

Prior to the meeting Members were provided with a copy of a letter which had been sent from The Dean Academy to all parents/guardians of their pupils.

During discussion Cllr Preest advised that in his dual capacity of County Cllr and a parent, he had requested that the Academy engage in an open discussion but had not received any response. Furthermore, County Cllr Preest advised that he had called on the Principal of the Academy to provide parents with a definitive statement regarding the future of the school and to also explain the staff redundancies which had occurred. Cllr Preest called on Cllr Matthews, as The Dean Academy representative, to follow this up and to provide the information at the next Full Council meeting.

## Neighbourhood Development Plan Steering Group

Cllr Pearman spoke on the efforts which had been made with Forest of Dean District Council to encourage them to engage with the Group over the appointment of an Independent Examiner. Members were also informed the meeting which had taken place with Mr P Williams and Mr N Gibbons, Forest of Dean District Council; that advice had subsequently been sought from the Group's consultant who had recommended that the Plan be drafted in such a way as to negate the need for Environmental Impact Assessments, etc. It was noted that Cllr Pearman had received an e-mail from Mr Gibbons acknowledging that the Group's response to the issues raised during the meeting was receiving attention.

Regarding the provision of a cycle route, Members noted that investigations were being undertaken into the possibility of providing a cycle path from Lydney Harbour to Whitemead. Cllr Pearman advised that it had been discovered that Forest of Dean District Council had formed a working party to consider the provision of a cycle route in Lydney; members of the Steering Group had invited interested parties to attend a meeting on 24 July 2014 as it was felt that joint working could take place between the Steering Group and Forest of Dean District Council to achieve this aim as the project aligned with the NDP's Travel strategy.

Cllr Pearman stressed the £1m funding which had been awarded by GFirst to Lydney in order to develop a robust travel plan and highlighted that £100,000 of said funding would become available in 2015. Furthermore, Cllr Pearman stressed the importance of the Town Council's input re the Local Transport Bid and advocated that consideration be given to removing the Swan Road link from the scheme which he believed would increase the chance of success for the Newerne link.

Attention was then turned to the employment of the "project specific" NDP Assistant and Cllr Pearman informed Members of the funding which had been secured by the NDP Assistant. Cllr Pearman requested that Members consider allocating £6,000 from General Reserves to enable the NDP Assistant to take forward projects following the adoption of the NDP (e.g. Neighbourhood Development Orders/project work). During discussion it was highlighted that if Forest of Dean District Council continued to ignore the Group's request to appoint an Independent Examiner Cllr Pearman had been authorised to send a stronger letter on behalf of the Group.

**Cllr Harris proposed** that the Council allocate £6,000 from General Reserves to allow the NDP Assistant to take forward projects borne from the NDP. **Seconded by Cllr Ives.** Vote carried.



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/07/14 – 50

**Resolved:** That the Council allocate £6,000 from General Reserves to allow the NDP Assistant to take forward projects borne from the NDP.

## Lydney Town Hall Trust Management Committee

Cllr Matthews informed Members of the necessity for her to stand down as the Council's representative for a few months.

### 21. COUNTY COUNCILLOR REPORT

County Cllr Preest advised that the Portfolio holder for Highways and Floods had been given a thorough briefing on the issues facing the Town; that he had received a number of complaints regarding weeds in Lydney East; that the Leader of Gloucestershire County Council, Cllr Mark Hawthorne, would visit the Town on 13 August 2014 and meet with the CEO, Cllr Berryman, etc prior to visiting the Welcome Project.

County Cllr Preest also paid tribute to Mr D Street over the work which he had undertaken regarding the solar development proposed for Nibley Mill.

### 22. DISTRICT COUNCILLOR'S REPORTS

District Cllr Hobman highlighted the reduction in the number of staff at Forest of Dean District which had resulted in an increase in the workload of the remaining staff.

District Cllr Hobman also highlighted that Mr Hobman had, during his involvement with various tiers of Local Government, secured a Bypass and funding for a school in the Town.

### 23. COUNCILLORS REPORTS

Cllr Thomas reported that he and Cllr Matthews had attended a meeting concerning Wild Boar on 20 June 2014.

Cllr Pearman expressed thanks for the prompt resolution to the issue of an overgrown hedge at Meadowbank by Lydney Park Estate, which would now require the repositioning of one of the Council's salt bins.

Cllr Preest drew Members' attention to Gloucestershire County Council's Local Highway guide which was now available on line. It was noted that the Town Council's co-operative working regarding the Vehicle Activated Signs had been included in the guide.

Cllr Osborne requested that Two Rivers Housing be informed of an overgrown hedge/encroachment of brambles at the corner of Severn Road and Orchard Road.

Cllr Rudge questioned if the 2013-2014 Mayor's Cadet from the ATC still remained as the Mayor's Cadet. Members were informed that the ATC and Sea Cadet organisations were requested to nominate a Cadet on a rotating basis and as such, were aware that the appointment was for 12 months only.

Cllr Bevan advised that Forest of Dean District Council would shortly consider the Draft Allocations Plan Document which included provision for up to 25 dwellings on a section of land which Allaston Developments had previously sought planning consent. Cllr Bevan also expressed his disappointment that Aldi had chosen to open a store in Coleford, which he felt to be Lydney's loss.

Cllr Matthews advised that in a personal capacity she had attended an event to commemorate 150 years of Glatfelters, and was surprised that an invitation had not been extended to

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2014/07/14 – 51

Councillors to attend. Cllr Matthews also spoke in support of the Council becoming more involved with Hearts of the Forest School and requested that the matter be an agenda item.

**Action by – the CEO**

Cllr Harris reported that an overgrown hedge had been cut at The Greyhound.

Cllr Biddle reported that he had attended the Grammar School Trust AGM, the portfolio of which appeared healthy.

Responding to a question which had been raised by Mrs L Maller, the CEO advised that all Councillors had been provided with information on the dementia awareness sessions at Forest of Dean District Council/Mrs Maller's offer to provide training at the Council Chamber, however, only two responses had been received.

24. **PRESS RELEASE**

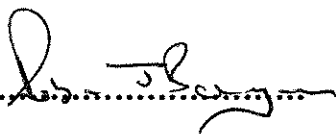
None.

25. **MEETING DATES**

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

- 21 July 2014 – Amenities Committee and Finance Committee
- 28 July 2014 – Burial Committee meeting (commencing at 6.30 pm)/Trust meetings (commencing at 7.00 pm)
- 8 September 2014 – Planning and Highways Committee meeting (commencing 6.00 pm)/Full Council meeting (commencing at 7.00 pm)

Meeting closed at 10.29 pm

Chairman ..... 

Date ..... 12/9/2014 .....