

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/10/13 – 72

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 13 October 2014 at 7.00 pm.

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

Five members of the public

Mr B Gray, Dean Forest Railway – Presentation only

PC P Hopkins – Police Report only

District Cllr 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.

Cllr Berryman then brought forward the report from Gloucestershire Police, however, the minutes reflect the order as shown on the agenda.

Cllr Berryman welcomed Mr B Gray to the meeting. In advance of the meeting Members were provided with a copy of Dean Forest Railway's Five Year Plan 2014-2019. Mr Gray provided an overview of his involvement with Dean Forest Railway (DFR) to date and spoke on the organisation's desire to obtain the Council's view on their vision for the future. Mr Gray also expressed a desire to work with the Council to solve issues for the town, e.g. the repair of St Mary's Bridge which required circa £150,000 in improvements to bring it back into commission, which would ensure that members of the public were provided with a safe crossing point.

Mr Gray also spoke on DFR's desire to automate the railway crossing point in the Town (via a sliding gate), as its current operation was deemed to be a dangerous activity for their volunteers, as three accidents had been sustained so far. Thanks were expressed to Mr Gray for arranging the imminent clearance of vegetation from the banks of DFR land south of Albany Bridge which had been funded by DFR/Forest of Dean District Council.

Cllr Harris questioned the possibility of the return of the transport rally which had been previously organised by DFR; Cllr Greenwood suggested that DFR consider making the most of the popularity of cycling, as he felt that this was a market which could be explored by the organisation.

Cllr Berryman expressed the Council's thanks to Mr Gray for his attendance, and Mr Gray then excused himself from the meeting.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllr Ives and District Cllr Glastonbury.

2. **DECLARATION OF INTEREST**

Cllr Biddle – Vibe Cafe

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3. CO-OPTION

Members were advised that expressions of interest had originally been received from:

- Mr D Hooper
- Mr A Bishop (*who subsequently withdrew. The complete exchange of e-mails between himself and the CEO was read out by the Mayor, as per Mr Bishop's request*)
- Mr J Openshaw

Cllr Berryman advised that whilst Mr Hooper was not able to attend the meeting, he had not withdrawn his expression of interest.

Mr Openshaw was then invited to address the Council for 5 minutes to explain his reasons for seeking co-option and also provide an overview of his background. Mr Openshaw spoke on his involvement with Lydney's NDP, together with the need to improve Lydney and make it a destination venue.

It was noted that no information had been provided by Mr Hooper.

Members were then asked to vote on which candidate they wished to co-opt onto the Council and Mr Openshaw was duly elected, with two abstentions.

Standing Orders were suspended at 7.41 pm in order to allow Cllr Openshaw to sign his Declaration of Acceptance of Office. Due to the suspension of Standing Orders Cllr Osborne suggested that Agenda Item 6 - Open Forum be brought forward, however, the minutes reflect the order as shown on the Agenda.

Standing Orders were re-instated at 7.43 pm.

It was **proposed by Cllr Berryman** that Cllr Openshaw would return his completed Register of Member's Interests to the CEO within one week from the date of the meeting. Unanimous.

Action by – Cllr Openshaw

4. MINUTES OF PREVIOUS MEETING

Approval of the minutes of the Town Council meeting held on 8 September was **proposed by Cllr Hobman, seconded by Cllr Osborne**. Vote carried with one abstention.

5. POLICE MATTERS

Cllr Berryman welcomed PC Hopkins to the meeting. Prior to the meeting Members had been provided with a copy of the letter which had been sent to Forest of Dean District Council regarding anti-social behaviour in Newerne Street car park.

Members were provided with a copy of the crime report and PC Hopkins then spoke on the issues which had arisen in recent weeks in Bathurst Park and explained that policing resources were being stretched even thinner. PC Hopkins stated that in forthcoming weeks PS Pitman intended to produce a Plan to address the issues which were being experienced in the Park and he encouraged all present to forward questions to the CEO who would, in turn, relay them to local Officers for a response. PC Hopkins also advised that two new Officers would be joining the station in forthcoming weeks, with a further two Officers joining in January 2015 and that a new Inspector had been appointed.

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Cllr Osborne advised that the Tenant of the Pavilion Café operated a CCTV system for her premises and had no objection to the Bathurst Park and Recreation Trust purchasing an additional camera for use with her system, which Cllr Osborne felt could be used to cover a section of the Park. Accordingly, he requested that the matter be an agenda item for the next meeting, however, he was reminded that the Trust had considered CCTV provision for the Park at their last meeting which took place in September, and had resolved not to pursue the matter (six month rule applicable).

PC Hopkins highlighted an open gate in the Park, however, Cllr Osborne recalled that this had been left open at the request of the Police in order to aid their Officers. However, PC Hopkins felt that it may be beneficial to fit a combination lock to the gate and provide Officers with the code.

District Cllr Winship arrived at this point.

Cllr Vaughan reported that issues had been experienced at Lydney Skate Park. Cllr Bonser advised that a SARA (Scanning, Analysis, Response, Assessment) plan had previously been instigated to address anti-social issues which had been experienced in Newerne Street car park. However, Cllr Bonser advised that earlier in the month she had caused to contact the Police to report 5-6 cars which had been racing in the car park; that she had waited 20 minutes for an operator to answer the phone using the 101 non-emergency number; had been informed that the issue was not been a priority for the Police.

Cllr Bevan arrived at this point.

PC Hopkins advised that numerous patrols had been carried out in the car park during which no issues had been discovered. Cllr Harris questioned why a CCTV camera on a streetlight by the Coventry Building Society/Gordon Blake Funeral Directors had not been used to capture anti-social behaviour in the car park; it was felt that the camera may be in the ownership of Forest of Dean District Council.

After a short further discussion, during which PC Hopkins stated that he was not aware of any issues with the 101 non-emergency number (and gave a commitment to inform the Council of a contact point where they could make further enquiries on this matter), he excused himself from the meeting.

Community Safety Partnership Meeting

Prior to the meeting Members were provided with a copy of an e-mail which had been sent to Forest of Dean District Council's Community Engagement Officer regarding the possibility of evening meetings/holding meetings on an alternating basis together with a copy of the reply which had been received.

It was noted that the next meeting would take place on 11 November 2014; it was presumed that the meeting would take place at 2.00 pm. Cllr Rudge offered to attend the meeting, Cllr Berryman offered to act as reserve attendee.

Action by – Cllr Rudge/Cllr Berryman

6. **OPEN FORUM**

No requests to speak were received.

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7. COMMUNICATIONS BY THE MAYOR

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

- Opened the low rope course at Viney Hill Christian Centre
- Mayor's Civic Service at Ross on Wye

Cllr Berryman congratulated Miss K Hammond, Admin Assistant, and Mrs H Exton, Finance Assistant on successfully passing their Working With Your Council qualification.

Cllr Berryman then reminded his fellow Members that they should not sign letters purporting to be from the Council without going through the Council's office. Furthermore, whilst statements could be made in the press (e.g. via letters) it should be made clear that such statements had been made in a personal capacity and not on behalf of the Council. Cllr Berryman also advised that he had agreed to fund £20.00 out of his Mayor's Allowance to cover the cost of hiring a Father Christmas suit for the Christmas Lights Switch On.

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:-

- Cllr Berryman advised that he would not be able to attend his scheduled in-house audit in January 2015 due to holiday commitments. Cllr Bonser advised that she had already replied to the Finance Assistant regarding her availability.
- Regarding the formal notice of industrial action which had been provided to Members, the CEO advised that Unison had now postponed the industrial action which had been planned for 14 October 2014.
- Cllr Osborne advised that he was now able to gain access to his personal e-mails.

9. PLANT TENDER (Four Year Term)

Members were informed that whilst three organisations had been invited to Tender for the Council's/Bathurst Park and Recreation Trust's requirements, only one Tender had actually been received (Mr Cackett). Members were informed of the prices contained in the Tender for the Council/Trust and were informed that sufficient provision had already been included in the relevant Committee/Trust budgets for 2015/16. Approval of the awardance of the four year contract was **proposed by Cllr Berryman, seconded by Cllr Osborne**. Vote carried with one abstention.

Action by – the CEO

10. CUSTODIAL RESPONSIBILITY

Members were reminded that Bathurst Park and Recreation Trust's Annual Public Firework Display would take place in Bathurst Park on Wednesday 5 November 2014. Members were duly asked to confirm their availability to act as Marshals at the event:

Unavailable

Cllr Bonser

Available

Cllrs Greenwood, Thomas, Pearman, Rudge, Osborne, Harris, Vaughan, Openshaw, Bevan, Berryman and Hobman

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Possibly Available

Cllrs Biddle and Preest

Members were reminded that gates to the event would open to the public at 5.30 pm and were therefore requested to ensure that they arrive at the Workshop in the Park at 5.15 pm at the latest.

Cllr Rudge advised that his father was once again willing to volunteer to assist at the event and he offered the use of two-way radio communication.

11. LYDNEY TOWN HALL

Prior to the meeting Members were provided with a copy of the request which had been received from the Secretary to Lydney Town Hall and the reply from the Executive Officer releasing the requested records (historical minutes and accounting records).

Cllr Berryman advised that all records had now been collected by Lydney Town Hall Trust.

12. STANDING ORDERS

Prior to the meeting Members were provided with a copy of the revised Standing Orders which had been revised in line with the resolution at the September meeting. Noted.

13. FINANCIAL MATTERS

FINANCIAL STATEMENT -

OCTOBER 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		
Receipts JUNE	10,287.64		
Receipts JULY	3,739.01		
Receipts AUGUST	6,070.91		
Receipts SEPTEMBER	237,701.04	(Incl 2nd instal of Precept)	Receipts Summary attached
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		
	Total Receipts YTD	504,927.49	

PAYMENTS

Payments APRIL	23,319.38		
Payments MAY	34,736.21		
Payments JUNE	58,611.03		
Payments JULY	38,250.01		
Payments AUGUST	27,100.31		
Payments SEPTEMBER	44,243.49		
Payments OCTOBER	75,277.45		Detailed below
Payments NOVEMBER	-		



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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	301,537.88	
Total	449,333.92	

Reconciled Bank Statements as at end	SEPTEMBER	Bank statements attached
LLOYDS BANK - Current account	254,203.78	
LLOYDS BANK - Youth Council - current	885.96	no recent transactions
LLOYDS BANK - NDP - current	7,694.01	no recent transactions
LLOYDS BANK - LGPS Reserve:	10.00	
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	140,309.53	186,540.17
Bank Balances as at: 30-Sep-14		449,333.92 0.00 check

OCTOBER PAYMENTS	Postcode	Chq. No	Details/Spending Power:
Payments made by Direct Debit/Standing Order			
via General Power of Competence			
ATOS Fuel Genie	16.09.14 WV1	325.88 DD	Monthly Fuel for van/mowers
Cablestream Ltd	17.09.14 CF23	137.58 DD	Monthly Telephone
Tate Computer Technology Ltd	22.09.14 HR4	79.20 STO	Monthly Establishment Charges
Forest Equipment Services	22.09.14 GL16	720.76 DD	Monthly Litter Picking
Richard Cole	22.09.14 TQ9	2,016.99 DD	Monthly Grass Cutting
FoDDC: Non Dom Rates	22.09.14 GL16	68.00 DD	Monthly Cemetery
Dean Truck Repairs	29.09.14 GL15	234.00 STO	Monthly Van Lease
British Telecom	29.09.14 ~	113.40 DD	Quarterly Telephone
SITA UK Ltd	30.09.14 BS22	99.64 DD	Monthly Cemetery
PWLB	30.09.14 EC3M	7,643.43 DD	Bi-annual PWLB
Interim Payments: Sub total		11,438.88	
Interim Payments made in advance of meeting:			
Cheque cancelled	~	7669	Cheque cancelled
Edinburgh Napier University	EH14	3,500.00 7670	Ad hoc 2013/14 B'fwd budget
Interim Payments: Sub total		3,500.00	
Payments for approval at meeting held on: 13th October 2014			
Corporate Expenditure	~	11,344.93 BACS	Monthly October
HMRC	~	3,242.66 BACS	Monthly October
Gloucestershire LGPS	~	3,963.82 BACS	Monthly October
FoDDC	GL16	344.00 7671	Ad hoc 2013/14 B'fwd budget
SLCC	TA1	30.00 7672	Ad hoc 2013/14 B'fwd budget
Travel Expenses	~	681.41 7673	Ad hoc 2013/14 B'fwd budget
ADT	ME19	294.96 7674	Annual Establishment Charges
Charles Saunders	BS5	28.08 7675	Quarterly Establishment Charges
Columbaria	HU8	10,992.00 7676	Ad hoc Cemetery
Ellis Whittam	CH3	1,114.61 7677	Annual Employment Consultant
Forest of Dean & Wye Valley Review	NP25	432.00 7678	Ad hoc Corporate Advert
Greenbarnes Ltd	NN13	828.91 7679	Ad hoc Noticeboard
Legal & General	KT20	640.08 7680	Annual Insurance
JAS Gas Services	GL15	98.00 7681	Ad hoc Building Maintenance
Lydney Engineering Co Ltd	GL15	111.50 7682	Quarterly Establishment Charges

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Office Star	GL16	303.91	7683	Monthly	Stationery
PPD Training	GL15	360.00	7684	Ad hoc	Councillor Training
Whitehouse Press	GL15	435.00	7685	Quarterly	Newsletter
Bathurst Park & Recreation Trust	~	19,500.00	7686	Bi-annual	Grant
Lydney Recreation Trust	~	5,000.00	7687	Bi-annual	Grant
Income Refund > BPRT	~	162.00	7688	Ad hoc	Income Refund
Petty Cash	~	148.85	7689	Monthly	Estab Chgs, Mtg Costs, Training, Tph
Expenses	~	90.00	7690	Ad hoc	Establishment Charges
Expenses	~	59.80	7691	Ad hoc	Training
Worksafely Ltd	GL14	20.38	7692	Ad hoc	PPE
Dean Mowers Ltd	GL15	40.61	7693	Ad hoc	Cemetery
Travis Perkins Ltd	GL15	23.06	7694	Ad hoc	Playareas
Mr Cackett	GL16	48.00	7695	Ad hoc	Floral Displays

Payments for approval: Sub total 60,338.57

TOTAL PAYMENTS OCTOBER 75,277.45

NEIGHBOURHOOD DEVELOPMENT PLAN:

NB: No transactions since previous statement

YOUTH COUNCIL:

NB: No transactions since previous statement

A list of unrepresented Cheques (For Information only)

Gloucestershire Enterprise Ltd	1,594.00	7653
Total	<u><u>1,594.00</u></u>	

Monthly Financial Statement

Approval of the monthly financial statement was **proposed by Cllr Osborne, seconded by Cllr Harris.** Unanimous.

September Monthly Financial Statement

Prior to the meeting Members were provided with a copy of the e-mail which had been sent by the Financial Assistant which clarified that the figure which Members thought had been omitted, had actually crossed onto the second page. Accordingly, the monthly financial statement which had been presented at the meeting was indeed correct, and this had been confirmed on 9 September 2014 by Cllrs Biddle, Greenwood and Osborne whilst undertaking an in-house internal audit. Noted.

14. **PERSONNEL COMMITTEE**

Members were provided with a copy of the minutes of the meeting held on 8 September 2014 for information only. Noted.

Cllr Bevan excused himself from the meeting at this point, however, prior to his departure he advised that he had been informed that the decision not to defend the appeal by Allaston Developments Ltd had been taken by Forest of Dean District Council's Solicitor, as the Council was not able to demonstrate a five year land supply and would therefore not defend the appeal. Cllr Bevan expressed his disbelief at the statement as the Group Planning Officer had previously stated that the Council was able to demonstrate a five year land supply. Cllr Preest informed Members of the details for an informal meeting which was due to take place on 15 October 2014 to discuss the matter.

Health and Safety Training

Members were reminded that Health and Safety Training by Mr D Middlemiss (PPD Training) had been organised for 20 October 2014 and were informed that apologies had been received from Cllrs Hobman, Bevan, Osborne and Thomas. Members were reminded

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that the Council had resolved to cover the cost of engaging the services of Mr Middlemiss to provide the course, accordingly, attendance by the remaining Members was imperative (ref prior minutes re. imposed charge).

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

Cllr Greenwood advised that due to Cllr Preest's commitments it had not been possible to arrange a meeting, however, he anticipated that a meeting would take place shortly.

16. **LYDNEY'S AQM**

No action taken since the last meeting.

17. **CHRISTMAS 2014**

Cllr Harris provided Members with an update on the arrangements which had been made for the event, summarised below:

- Cllr Harris needed to attend a meeting with the CEO in order to complete the Risk Assessment for the event. Cllr Harris to also provide the CEO with a site plan for inclusion with the Risk Assessment.
- The attendance of Mr C Higgs and Lydney Training Band were confirmed. Lydney Training Band had been provided with a copy of the Christmas Carols which would be performed.
- Confirmation of attendance by School Choirs was still outstanding.
- Provision of pergolas had been confirmed.
- Provision of a PA facility was still outstanding.
- Provision of a low platform for the Mayor/Mr Higgs to stand on was still outstanding.
- The use of the disabled parking bays outside the Co-operative Store had yet to be requested. **CEO agreed that Council Staff would write to the Store Manager.**
- Insurance provision for the event had yet to be arranged as the event had yet to be risk assessed/event plan provided.
- Cllr Harris advised that she had yet to receive confirmation from Forest of Dean District Council regarding the issue of a street collection licence. **CEO agreed that Council Staff would pursue the matter and gain an addition form for Cllr Harris to complete/submit.**
- That Lydney Town Council Ground Staff would construct and erect a safety barrier around the base of the Christmas cone.
- Christmas Carol Sheets, designed by Cllr Hobman, would be produced by Town Council staff.
- Cllr Rudge had managed to secure a supply of Satsuma's from Tesco.
- Cllr Biddle had agreed to supply 25 chairs for use by Lydney Training Band and would transport them to site at a time convenient to Cllr Harris.
- Town Council staff would produce posters advertising the event.
- Cllr Hobman had kindly offered to provide decorations for use in Santa's Grotto.
- Consideration would need to be given as to whether the Council wished to place an advertisement for the event in the local press.
- Cllrs Thomas, Greenwood, Biddle, Pearman, Preest, Rudge, Osborne, Openshaw, Vaughan and Hobman agreed to attend the event and act as Marshals.
- It was noted that no Town Council Staff would be in attendance.
- Cllr Harris expressed a desire to extend an invitation to Lydney's District Councillors to attend the event. **CEO agreed that Town Council staff would issue invitations accordingly.**

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- Cllr Harris advised that the Police had yet to be informed of the event. **CEO agreed to inform the Police of the event.**

18. CYCLE PATH/LEP BID/LOCAL TRANSPORT PLAN WORKSHOP

Prior to the meeting Members were provided with a copy of the minutes of the Cycle Path Group meeting held on 18 September 2014 and a copy of the LEP Growth Deal 2 joint submission "Destination Forest".

Cllr Pearman spoke on the work which had been undertaken by Cllr Openshaw and Mr D Street as part of the NDP and the revision which would need to be made to increase the number of possible routes to eight. Cllr Pearman advised that the Forestry Commission would concentrate on providing an engineering solution for sections between Whitemead and Lydney, however, Mr B Watkins (Gloucestershire County Council) had mooted the need to engage consultants to undertake a range of feasibility studies.

LEP Bid

Members were informed that the joint bid had been submitted to Mrs W Jackson, Regeneration Manager, Forest of Dean District Council, however, it was stressed that the bid would be competing with a number of other bids. Cllr Pearman drew Members' attention to the fact that the bid included funding for improvements to Lydney Harbour. Members were also informed that the NDP Steering Group intended to issue a Press Release outlining the work undertaken to provide a cycle path and Cllr Pearman committed to provide all Members with a copy.

County Cllr Preest reminded all Members that £1m funding had already been obtained from the LEP for Lydney and advised that a meeting would shortly take place between Officers from Gloucestershire County Council (GCC), the CEO, Cllrs Pearman and Berryman and himself to discuss projects which would be furthered through the funding. County Cllr Preest stressed that responsibility for the control of the funding lay with GCC and advised that in the future said meetings would be held in the Council Chamber, with interested parties invited to nominate representatives to attend. County Cllr Preest stated that attention was also being paid to the walkway from Parkend to Lydney to provide a safe walking route.

19. LYDNEY WAR MEMORIAL

Prior to the meeting Members were provided with a copy of the response which had been submitted by Cllr Rudge to a member of public who had enquired about a fallen soldier who was commemorated on the Town's War Memorial. Noted.

Members were also advised that quotations for the professional cleaning and on-going maintenance of the War Memorial were currently being obtained and would be considered at the November Full Council meeting. Noted.

20. LYDNEY'S YOUTH COUNCIL

Prior to the meeting Members were provided with a copy of a report which had been produced by Cllr Vaughan, which suggested the direction Cllrs Ives, Rudge, Harris and Vaughan wished to take to re-form the Youth Council.

Cllr Vaughan sought the views of Full Council on the proposed direction and advocated that approaches be made to local organisations (and a presentation provided to same) on the role of a Youth Council with emphasis placed on projects undertaken by other Youth Councils, to encourage those with a genuine interest to come forward. Cllr Harris spoke on the need for contact/presentations to be made as soon as possible, in order that the Youth Council may be

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in place prior to the Ordinary Elections in 2015. During discussion Cllr Vaughan sought the assistance of Cllrs Pearman and Openshaw regarding the production of a suitable presentation; Cllr Harris requested the assistance of Town Council Staff to produce posters to advertise meetings/presentations and voiced an intention for the first meeting/presentation to take place mid-November.

Cllrs Harris, Rudge and Vaughan were requested to inform the Town Council's office of the arrangements for the initial meeting, in order that such information may be included in posters.

Action by – Cllrs Harris, Rudge and Vaughan

21. FORMAL CORRESPONDENCE RECEIVED

- Gloucestershire Rural Community Council – e-mail advising that Healthwatch Gloucestershire was established in April 2013 to provide citizens and local communities with a stronger voice to influence and challenge how health and social care services are commissioned/provided.
- Forest of Dean District Council – e-mail from Bryn Price, Planning Officer acknowledging receipt of the Council's/NDP Steering Group comments on the Draft Allocations Plan.
- UK & Ireland Mayors for Peace Secretary – e-mail from Sean Morris (Principal Policy and Research Officer) providing information relating to the Working Group meeting which took place on Friday 3 October 2014.
- Ross on Wye Town Council – letter from Cllr Colin Gray, Mayor, expressing thanks to Cllr Berryman for attending the Civic Service held on 21 September 2014.
- Forest of Dean District Council – e-mail from Rebecca Hurcombe, Corporate Support Officer providing a copy of a Press Release dated 12 September 2014 re the announcement that 80 Local Authorities will share £9 million in order to amalgamate to reduce costs to taxpayers. FODDC had received £400,000 as part of its 2020 Vision Programme.
- Gloucestershire County Council – e-mail from Ben Watts confirming that Cllrs Pearman, Vaughan and Preest would attend the Local Transport Plan Workshop on 24 October 2014 between 10.00 am to 12.30 pm at Mitcheldean Community Centre.
- Lydney Youth Café – letter outlining problems with the roof of their leased premises and requesting that the Council consider addressing a project on behalf of the Vibe Café to repair/replace the roof. **Speaking on behalf of the organisation, Cllr Biddle felt the letter had been sent prematurely, as the organisation had yet to receive a response from its landlord. Accordingly, he requested that the matter be deferred to the next meeting, or until such time as further information was forthcoming.**
- Mrs R Christodoulides – letter re flood risk alleviation to Lakeside/Fallers Field. Cllr Berryman proceeded to read out the full letter as submitted by Mrs Christodoulides. Cllr Pearman fully accepted the comments which Mrs Christodoulides had attributed to Fallers Field and highlighted that a culvert from the A48 Bypass diverted rainwater into the watercourse at the rear of Lakeside; that an attenuation pond from by Bypass had never been maintained by Gloucestershire County Council and expressed amazement that the Local Highway Manager had suggested the need for an ecological report to re-instate the attenuation pond. Accordingly, Cllr Pearman called for County Cllr Preest to pursue the matter with his County Council colleagues; County Cllr Preest committed to speak to County Cllr Smith on the matter. The CEO advised that she had reviewed the original planning application for the Fallers Field development which stated that a new storm water system would be installed. However, she had not been able to verify the volume of water which would be handled by the new system, as the calculations were in the process

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of being reviewed by an Officer at Forest of Dean District Council.

- Forest Routes – letter and e-mail from Anna-Marie Daniels, Forest Routes Programme Co-ordinator inviting Members to attend an information session at Lydney Tesco store on Wednesday 12 November 2014 from 10.30 am to 2.30 pm.
- Forest Routes – providing a copy of their Newsletter – Issue 5.
- Mr S Payne – letter noting the current position together with the steps which are being taken to resolve the issue. Mr Payne requests that he be kept updated.
- Forest Voluntary Action Forum – e-mail from Mr Tim Fretter, Manager, issuing an invitation to attend the AGM on 7 November 2014 at 1.30 pm.
- Neds Top Residents Action Group – letter expressing thanks to the Council for its opposition and support in defeating the proposed Purlieu/Nibley Farm solar farm planning application. However, concern was expressed over the contents of a letter which had been published in The Forest Review from the Chairman of the Planning & Highway Committee explaining the basis for the Council's objection. Cllr Greenwood advised that the letter had been published in an individual capacity; that the current guidance policy for renewables remained the basis of policy decisions; that representatives on a Working Group to consider amendments to the current policy would be approved by Full Council; that the Council would be permitted to seek advice from any organisation it wished (i.e. it would not be limited to FODDC/fringe interest groups). The CEO agreed to relay Cllr Greenwood's response to said Action Group.

Action by – the CEO

- Forest of Dean District Council – e-mail from Mr M Hillier, Principal Planning Officer advising that FODDC would not be supporting its reasons for refusing the application by Allaston Developments Ltd re. land off Driffield Road, Allaston Road and Court Road, Lydney at the Appeal scheduled for November 2014. **Issue discussed under Planning & Highway Committee report later in meeting.**

22. COMMITTEE AND OTHER REPORTS

Planning & Highways Committee

Cllr Greenwood expressed thanks to Cllr Bevan for his update earlier in the meeting regarding the appeal by Allaston Developments Ltd. Cllr Greenwood advised of an informal meeting which would take place on 15 October 2014 at 9.30 am to try and ascertain what was going on. All Members were invited to attend the meeting and those District Cllrs present were invited to enlighten Members regarding discussions around the decision not to defend the appeal. District Cllr Hobman was unaware of any further information. The CEO sought authority to request an Officer from Forest of Dean District Council attend the meeting on 15 October 2014 in order to explain the decision which had been taken – no objection raised. Cllr Pearman highlighted that a democratic decision had been taken by FODDC's Planning Committee to refuse the application and that an Officer had made the decision not to defend said democratically taken decision. Cllr Pearman highlighted the amount of public money which had been expended to defend the decision to grant planning approval for a retail store in Cinderford and felt that the decision not to defend the appeal by Allaston Developments Ltd was a reflection of FODDC's feelings towards Lydney. Cllr Pearman felt the nature of the decision taken was of one of policy, not operational. District Cllr Osborne noted that FODDC would not be able to claim costs if it successfully defended the appeal, however, the appellant would be entitled to reclaim costs from the Council if the appeal was lost. Accordingly, Cllr Osborne believed that Members were aware of the costs which would be faced by taxpayers. Cllr Preest spoke on his belief that a statement should have been released by the Leader of the Council, rather than an Officer copying the Council into an e-mail which had been sent to the representative of Stop Allaston Developments (SAD). Members were asked to consider bestowing Delegated Powers on an Officer and two Members to meet and determine the Town Council's response which would be communicated to the Inspector at

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the Appeal. It was proposed by Cllr Greenwood, seconded by Cllr Harris, that Delegated Powers would be bestowed on an Officer and two Members to arrange a meeting to formulate the Town Council's response. An invitation was extended to all Members to attend the Meeting. Unanimous.

Action by – the CEO and two Members

Flood Defence Meeting/Fallers Field

Prior to the meeting Members were provided with the minutes of the meeting between the NDP Steering Group and Forest of Dean District Council which had taken place on 11 September 2014.

Cllr Pearman advised that the sluice gate at the Bypass did not react to water flow, but it was a restrictor which could be removed in case of a blockage. Cllr Pearman also advised that swales were being built at Hurst Solar Farm.

Neighbourhood Development Plan

Members were informed that unfortunately the minutes of the meeting held on 8 October 2014 were not available for perusal.

Cllr Pearman advised that extensive discussion had taken place regarding the cycle project and that FODDC had suggested the inclusion of a route from Lydney Harbour to Naas Lane. Accordingly, the Steering Committee had appointed representatives to attend future Cycle Path Group meetings.

Regarding the meeting which had taken place with Officers from Forest of Dean District Council, Cllr Pearman advised that a letter would shortly be forwarded to FODDC advising of the action which had been taken to date and questioning when an Examiner would be appointed.

Cllr Berryman advised that he and Cllr Pearman had attended a Gloucestershire Market Towns meeting in Newent during which it was noted that Lydney's NDP was leading the way for the District.

Lydney Town Hall Trust Management Committee (LTHTMC)

Cllr Bonser advised that the last meeting on 9 October had focused on the closure of the Town Hall due to the partial ceiling collapse; an insurance claim would cover the re-instatement of the ceiling and a claim had been submitted for loss of business during the 7½ week closure period. Cllr Bonser advised that efforts were being made to undertake a feasibility study for the building and she questioned if work on a funding bid had previously been undertaken by Ms C Matthews. Cllr Bonser was advised that Mr H Lloyd-Jones had previously undertaken funding bid work, which had been forwarded to Ms Matthews. Cllr Bonser duly committed to contact Ms Matthews.

Members were informed of two forthcoming events at the Town Hall (Rocky Horror and a Christmas Party Night). Cllr Bonser expressed concern over the future viability of the Town Hall and further queried the location of the employment files for Town Hall Staff. The CEO advised that employment files had been handed to Mr C Knight and Mr D Edwards (Chairman and Acting Secretary) shortly after responsibility for the building was handed to the Management Committee and she believed these files were now held by Mrs R Atkinson (LTHTMC Secretary).

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Cllr Bonser spoke on the need to appoint an additional representative to the Management Committee to provide a “balanced view” due to her increasing involvement with the Town Hall. Cllr Berryman advised that a further representative would be appointed after the Ordinary elections as there was no expression of interest voiced.

23. COUNTY COUNCILLOR REPORT

County Cllr Preest expressed thanks to Cllrs Harris and Pearman for attending a meeting with Mr B Watkins on his behalf, and also to Cllr Rudge for attending an emergency planning meeting at Forest of Dean District Council.

24. DISTRICT COUNCILLOR’S REPORT

None.

25. COUNCILLORS REPORTS

Cllr Biddle reported that he and Cllr Thomas had recently attended a Lydney Docks meeting. Whilst five organisations/individuals had registered an interest in the Harbour, no one wished to take over the Harbour in its entirety.

Cllr Rudge extended an invitation to all Members to attend the opening of the Melville Watts Poppy Shop on 25 October 2014; attendees to assemble at 10.00 am for 10.30 am launch. Cllr Rudge also advised that a meeting had taken place to agree the arrangements for this year’s Remembrance Event. It was noted that the parade would move off from Bream Road at 10.15 am to arrive at the War Memorial for 10.30 am. The Remembrance Service would take place at 11.00 am and Cllr Rudge advised that Rev Fenby would contact the Town Council’s office regarding the Order of Service. The CEO requested that Cllr Rudge remind all parties that the Town Council reserved editorial rights over the Order of Service, including the reduction in page numbers on cost grounds.

Cllr Rudge advised that he had attended an Emergency Planning meeting at Forest of Dean District Council and was pleased to report that Lydney had been the only Council which had lodged a copy of their Community Emergency Plan with Forest of Dean District Council.

Cllr Osborne voiced his intention to personally provide a camera to extend the Pavilion Tenant’s CCTV system. Cllr Osborne also advised that he had received a complaint regarding an overgrown hedge on the corner of Bathurst Park Road and Whitecross Road. Cllr Osborne also advised of an overgrown hedge at the Victoria Centre and called for both properties to receive a “hedge letter”.

Action by – the CEO

Cllr Osborne advised that he personally visited Bathurst Park at least once a day and was in close contact with PS Pitman; PS Pitman had been advised by Cllr Osborne that he could be contacted at any time. Responding to a question which had been raised by Cllr Berryman, Cllr Osborne advised that if he discovered an incident in the Park he would ring PS Pitman and they would jointly enter the Park. During discussion it was agreed that the properties surrounding the Park would be issued with a leaflet highlighting the problems which had been experienced recently and encouraging members of the public to call the 101 Police Non-emergency number if they witnessed anything untoward in the Park.

Action by – the CEO

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Cllr Osborne requested that the view of the Head Groundsman be obtained regarding the removal of low level branches on a lime tree adjacent to the Bowling Club Pavilion, and whether said work could be conducted via in-house means.

Action by – the CEO

Cllr Bonser expressed her dismay over comments made by PC Hopkins regarding the “thin blue line getting thinner” during the Police report. Accordingly, **Cllr Bonser proposed** that a letter to be sent to Police and Crime Commissioner Martin Surl to invite him to attend a future meeting. **Seconded by Cllr Osborne.**

Action by – the CEO

Cllr Bonser requested a future agenda item for the Bathurst Park and Recreation Trust regarding security.

Action by – the CEO

Cllr Bonser also requested an agenda item for the next Full Council meeting regarding personal safety for Councillors in order that the Council may consider if it wished to provide members with phone/e-mail facilities via the Council. Members were, however, reminded of the need to observe the Six Month rule on this matter, as the proposal had previously been raised by Cllr Greenwood and discounted by Council.

Cllr Berryman questioned if Members wished the CEO to contact the other Town Council’s in the Forest to enquire if they wished to submit a joint letter to the Police and Crime Commissioner. No objection was raised to the suggestion.

Action by – the CEO

26. **PRESS RELEASE**

It was noted that a press release on the NDP Steering Group’s efforts to provide a cycle track route would be provided to local press.

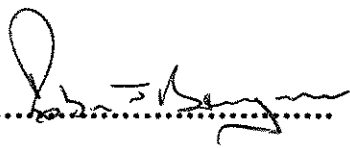
27. **MEETING DATES**

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

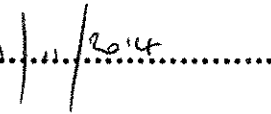
- 5 November 2014 – Fireworks Display (Event Marshals are requested to attend for 5.15 pm (Gates open at 5.30 pm)).
- 10 November 2014 – Planning and Highways (6.00 pm)/Full Council (7.00 pm)

Meeting closed at 9.23 pm

Chairman



Date



Actions from Full Council meeting on 8 September 2014

Agenda Item	Action
4.	<ul style="list-style-type: none"> • CEO to express Council's concern over a lack of an Officer's presence at the meeting, particularly when the Police receive a contribution from residents Council Tax. CEO to also advise that Council would welcome an Officer's attendance on a bi-monthly basis. Done (E-mail attached/response pending) • CEO to request that Community Safety Partnership meetings take place in the evenings, or on an alternating basis, in order to ensure that interested parties who are in employment are afforded the opportunity of attending meetings. Done (Copy of e-mail response attached)
5.	<ul style="list-style-type: none"> • CEO to progress the provision of the Engineer's report on Faller Fields. GCC have advised that Amey have been commissioned to undertake a scoping report which should be available by end December (<i>we do however hope to have sight of document at next Flood defence meeting - 11th December 2014</i>) • CEO to forward issues raised by Mrs R Reeves to Developer of Oakdale (MMC2) Done (<i>MCC have advised they will liaise with FODDC concerning the siting of temporary signage to aid emergency services</i>)
6.	<ul style="list-style-type: none"> • CEO to convey Council's best wishes re formal launch of the Mayors for Peace Chapter on 3 October 2014. Done • Cllr Berryman to complete and return questionnaire from Mayors for Peace on behalf of Council. (<i>Update pending - Cllr Berryman</i>)
7.	<ul style="list-style-type: none"> • CEO to provide Cllr Bonser with an evening appointment to undertake her in-house audit. E-mail forwarded by FA to Cllr Bonser offering date/time options - Response pending
9.	<ul style="list-style-type: none"> • Cllr Pearman to collect Full Council Summons and supporting documentation on a monthly basis and deliver to each Councillor's home address/place of work. Noted
11.	<ul style="list-style-type: none"> • Delegated Powers bestowed to those Councillors addressing internal audit checks the following day in order that they may then approve Monthly Financial Statement for September. Councillors acknowledged accounts were indeed correct at time of issue • CEO to authorise Kevin Toombs to provide an insurance valuation for the Council's office. E-mail sent - pending, response awaited from KJ Toombs • Delegated Powers bestowed on CEO, Cllr Pearman and Cllr Berryman to ascertain the cost of providing both an insurance and sale valuation for the Council office; sale valuation then discounted if cost of work amounts to more than 20% of insurance valuation work. Pending, response awaited from KJ Toombs
12.	<ul style="list-style-type: none"> • CEO to arrange for PPD Training to provide a Health and Safety Training Course for Councillors at the Council's office. Training arranged for 20th October; 6 - 9pm
13.	<ul style="list-style-type: none"> • CEO to convey the recommendation from the NDP Steering Group as the Council's response to Forest of Dean District Council's Draft Allocation Plan. Comments returned to FODDC/Acknowledgement received
15.	<ul style="list-style-type: none"> • Cllrs Preest and Greenwood to advise the names of the Working Group Members who will be revising the Council's Renewable Energy Policy for consideration at the October meeting. Details awaited; Cllrs Greenwood/Preest
19.	<ul style="list-style-type: none"> • Cllrs Vaughan, Rudge and Ives to provide a report on the re-formation of a Youth Council for consideration at the October meeting. Agenda item/no written report tendered
20.	<ul style="list-style-type: none"> • Executive Officer to be proposed for the vacancy which exists on the County Committee of the Gloucestershire Association of Parish and Town Councils. E-mail sent to GAPTC/response awaited • Cllrs Pearman and Berryman to attend next meeting of Gloucestershire Market Towns Forum on 25 September 2014. Verbal report to be given as part of Mayors