

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/11/10 – 86

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 10 November 2014 at 7.00 pm.

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

Nine members of the public
District Cllr J Davis
Mrs J Smailes – Chief Executive Officer (CEO)
Miss C Wheeler – Executive Officer (EO)

Cllr Berryman informed all present that no practice fire evacuation had been scheduled for the duration of the meeting. All attendees were then informed of the locations of the nearest fire exits.

1. **APOLOGIES**

None.

2. **DECLARATION OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 13 October 2014 was **proposed by Cllr Bonser, seconded by Cllr Thomas. Unanimous.**

4. **POLICE MATTERS**

Cllr Bonser tendered an apology to the Police if comments recorded in a local newspaper had caused offence to Police Officers/PCSO and affected their morale. Cllr Bonser explained that her comments had been borne out of frustration due to a lack of resources to achieve a positive outcome for the Town.

Members were provided with a copy of the crime report; Members felt the report to be meaningless without an Officer being in attendance to interpret them. However, Members were reminded of the previous edict which had been issued by the Police, namely that their Officers would only attend on a quarterly basis unless specific issues were raised.

Attention was then drawn to the response which had been received from the three other Town Council's regarding a joint letter to the Police and Crime Commissioner. It was noted that the majority of the Council's had already raised issues with the Police and Crime Commissioner and were therefore unwilling to participate.

Anti-social Behaviour – Newerne Street Car Park

Cllr Harris reported that she had received numerous complaints from the residents of Albert Street regarding anti-social behaviour in the Newerne Street Car Park. Cllr Harris advised that residents had regularly reported issues to the Police and that they had been informed by the Police that Forest of Dean District Council, not the Police, were responsible for resolving the issues as they were the landowner.

Cllr Harris drew attention to the Police Call Sheet which had been previously disclosed to Councillors which reported that no issues were experienced when Officers patrolled the

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car park; however reported that fireworks were allegedly being set off in the car park and that Street Cleaners had reported an increase in litter on the site.

During discussion Members were reminded that Forest of Dean District Council had initially considered purchasing a CCTV camera which could be linked to the Town Council's system, however, they had reconsidered the matter once they were aware that they would also be asked to pay a proportion of the on-going maintenance costs for their camera. Furthermore, Members were informed that Forest of Dean District Council had encouraged the Police to persuade Lydney Town Council to address the issues currently being experienced, however, the Police/Forest of Dean District Council had been advised that the car park was owned by Forest of Dean District Council and that the cost of the CCTV camera and the maintenance of their asset should therefore be covered by the charge levied to use the car park.

A suggestion was made that Forest of Dean District Council may wish to consider utilising its Streetwarden service to patrol the car park in the evenings; anti-social behaviour was felt to be a matter for the Police to address. After a short further discussion it was **proposed by Cllr Harris, seconded by Cllr Bonser**, that a joint meeting would be arranged between Lydney Town Council, Forest of Dean District Council and the Police to discuss the issues experience in Newerne Street Car Park. Unanimous.

Action by – the CEO

Vandalism (Custodial)

Members were asked to consider the offer by the Police to conduct joint patrols of Bathurst Park with the dates of the actual patrols treated as confidential. Cllr Osborne advocated that if patrols were to be conducted they should include multiple Police/Councillors as, due to the size of the park, it was difficult to undertake patrols utilising limited resources. Cllr Osborne also felt that patrols should be conducted from 10.00 pm until the early hours of the morning.

It was agreed that Members would inform the CEO if they were interested in participating.

5. **OPEN FORUM**

Ms Collins, 11 Albert Street, Lydney – advised that this was the third year that she had suffered the effects of antisocial behaviour in the Newerne Street car park. Ms Collins spoke on her inability to open windows; enjoy her garden due to noise; window vibration, etc. Ms Collins expressed her frustration that neither the Police nor Forest of Dean District Council appeared willing to address the issue and spoke on the adverse effect the situation was having on her health. Cllr Bevan felt that the issue should be brought to the attention of the Police Commissioner. Cllr Berryman advised that earlier in the meeting the Council had resolved to arrange a joint meeting with Forest of Dean District Council and the Police to discuss the issue.

Mr Gibbs, 82 Lancaster Drive, Lydney – advised that similar problems had been experienced in Lancaster Drive and that the community had hired a speed camera and conducted their own speed surveys. Mr Gibbs advocated the need for residents to take direct action and purchase their own video camera in order that images could be sent to the Police and for Lydney Town Council to “rattle cages”.

Mr Holmes, 72 Primrose Hill, Lydney – questioned who was liable to repair the damage which had been caused to Primrose Hill Meend by Wild Boar and what steps had been taken to date. Cllr Berryman advised that the issue would be considered by the Amenities

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Committee during their meeting on 17 November 2014 and confirmed that the meeting would be held in public.

Mr Owen, 3 Augustus Way, Lydney – expressed concern that during a meeting of the Planning and Highway Committee Members had been informed that a meeting would be organised to which specific attendees would be invited to attend which he felt to be undemocratic. The CEO advised that the meeting had been organised by Gloucestershire County Council; that it was not a public meeting as it targeted stakeholders and advised that the issues raised will be discussed in a public environment when pertinent.

Mrs Christodoulides, 87 Lakeside Avenue, Lydney – expressed thanks to Councillors for their assistance over the weekend when residents of Lakeside felt under serious threat of flooding. Mrs Christodoulides expressed frustration that after 11 months attenuation measures were only now being implemented and she called on the Town Council to lobby both Forest of Dean District Council and Gloucestershire County Council to undertake a major flood alleviation scheme for Lakeside. It was noted that the Council had received an e-mail and video from Mr C Legg, 115 Lakeside Avenue highlighting the issues which had been faced over the previous weekend and that said video/e-mail would be tabled at the Lydney Flood Defence meeting which would take place later on in the week. Cllr Pearman felt that a contributing factor to the problem had been the lack of maintenance carried out on the bypass since its implementation and he praised Mr C Johns, Forest of Dean District Council for his prompt response to e-mail correspondence when issues had been highlighted over weekends and also Mr B Watkins, Gloucestershire County Council's assurance that the balancing ponds would be reinstated.

6. COMMUNICATIONS BY THE MAYOR

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

- F W Harvey lecture at The Annexe

Cllr Berryman expressed thanks to Cllr Pearman for standing in for him for two events whilst he was away. Cllr Berryman also expressed thanks to staff and Councillors for ensuring that the recent firework display in Bathurst Park was the most successful yet.

Cllr Berryman spoke on Remembrance Sunday which had once again been very well attended and also advised that he had met with residents of Lakeside Avenue on the weekend to gain first-hand knowledge of the problems which they faced.

Finally, Cllr Berryman advised that he had agreed with the CEO for the Union flag to be flown at the Town Council office on 11 November. Cllr Osborne called for the flag to be lowered from 10.45 am to 11.15 am.

7. CEOs REPORT

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

- Cllr Rudge would attend the Community Safety Partnership meeting which would take place at Forest of Dean District Council on 11 November 2014.
- Members were provided with a copy of the DCLG guidance notes regarding the Local Government Transparency Code 2014 and were requested to retain the information in their policy folders.

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- Members were also provided with a copy of the information sheet on Community Infrastructure Levy (CIL) detailing the level of payments which would be directly paid to Parish Councils (enhanced payment for Parish Councils which have an adopted NDP). Members were advised that Forest of Dean District Council should adopt a CIL agreement by the end of 2015, according to the legislation.
- Members were provided with a copy of the insurance/sale valuation which had been received from Kevin J Toombs for their information.

8. FINANCIAL MATTERS

FINANCIAL STATEMENT -

NOVEMBER 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 instalment 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 instalment of Precept)
Receipts OCTOBER	16,121.04		Receipts Summary attached
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	521,048.53	

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		
Payments NOVEMBER	32,964.41		Detailed below
Payments DECEMBER	-		
Payments JANUARY	-		
Payments FEBRUARY	-		
Payments MARCH	-		
Payments PRIOR TO YEAR END	-		
NDP: Cheque Payments to date from NDP a/c	61.26		See Separate Financial Statement
Cheque Payments to date from Youth Council a/c	0.00		
	Total Payments YTD	334,563.55	
		432,429.29	

Reconciled Bank Statements as at end

OCTOBER

Bank statements attached

LLOYDS BANK - Current account	207,200.23	
LLOYDS BANK - NDP - current	10,332.75	See Separate Financial Statement
LLOYDS BANK - Youth Council - current	885.96	No recent transactions
LLOYDS BANK - LGPS Reserve:	10.00	

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LLOYDS BANK - Lydney in Bloom - current

0.00

Account opened 7.11.14

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

167,769.71 **214,000.35**

Bank Balances as at: 31-Oct-14

432,429.29

0.00 check

NOVEMBER PAYMENTS

Postcode

Cha. No

Details/Spending Power:

Payments made by Direct Debit/Standing Order

via General Power of Competence

Information Commissioner	03.10.14	SK9	35.00	DD	Annual	CCTV
ATOS Fuel Genie	14.10.14	WV1	454.39	DD	Monthly	Fuel for van/mowers
ADT Fire & Security	15.10.14	M40	45.76	DD	Monthly	Establishment Charges
ADT Fire & Security	15.10.14	M40	181.90	STO	Monthly	Establishment Charges
Tate Computer Technology Ltd	20.10.14	HR4	79.20	DD	Monthly	Establishment Charges
Forest Equipment Services	20.10.14	GL16	720.76	DD	Monthly	Litterpicking
Richard Cole (6 mths May . Oct)	20.10.14	TQ9	2,016.99	DD	Monthly	Grasscutting
Cablestream Ltd	20.10.14	CF23	156.92	STO	Monthly	Telephone
FoDDC: Non Dom Rates - Cemetery	22.10.14	GL16	68.00	DD	Quarterly	Cemetery
Dean Truck Repairs	28.10.14	GL15	234.00	DD	Monthly	Vehicle costs
SITA UK Ltd	31.10.14	BS22	99.64	DD	Bi-annual	Cemetery

Interim Payments: Sub total

4,092.56

Interim Payments made in advance of meeting:

Dean Fire	13.10.14	GL15	36.00	7696	Annual	Building Maintenance
<i>Lydney Town Hall Trust - cheque cancelled</i>	20.10.14	GL15	-	7697	cheque cancelled	
Kevin Toombs	20.10.14	GL15	420.00	7698	Ad hoc	Legal Costs
M&P Fleming	23.10.14	GL16	270.00	7699	Ad hoc	2013/14 B'fwd budget
Light Fantastic DIY Ltd	27.10.14	GL15	15.04	7700	Monthly	Playareas
J Parker Dutch Bulbs (Wholesale) Ltd	30.10.14	M16	97.14	7701	Annual	Floral Displays

Interim Payments: Sub total

838.18

Payments for approval at meeting held on:

10th November 2014

Corporate Expenditure	~	11,438.70	BACS	Monthly	November
HMRC	~	3,292.16	BACS	Monthly	November
Gloucestershire LGPS	~	4,072.49	BACS	Monthly	November
BPRT	~	2,598.53	7702	Quarterly	VAT Repaid (re Jun-Sep)
LRT	~	1,246.25	7703	Quarterly	VAT Repaid (re Jun-Sep)
JAS Gas Services	GL15	468.00	7704	Ad hoc	Building Maintenance
Light Fantastic DIY Ltd	GL15	101.52	7705	Monthly	Playareas, Bldg Maint, Ch-mas, Cemetery
Lydney Settled Estate	GL15	180.00	7706	Ad hoc	Cemetery
Monmouthshire CC	~	162.00	7707	Ad hoc	Playareas
Office Star	GL16	402.24	7708	Monthly	Stationery
Royal British Legion	GL15	25.00	7709	Annual	S137
Shaw & Sons	DA1	1,028.40	7710	Annual	Meeting Costs
SLCC Enterprises Ltd	TA1	153.60	7711	Annual	Corporate/Training
SLCC	TA1	354.00	7712	Annual	Annual Subscription
The Distribution Business	EC4A	115.43	7713	Quarterly	Newsletter
Whitehouse Press	GL15	435.00	7714	Quarterly	Newsletter
Whitehouse Press	GL15	139.00	7715	Annual	Civic Expenses
Worksafely Ltd	GL14	83.25	7716	Ad hoc	PPE
Plantscape Ltd - sponsored planter	DE6	372.00	7717	Ad hoc	Floral Displays
Royal British Legion (contribution 2014)	GL15	350.00	7718	Annual	Civic Expenses
Wilden & Co - Interim Audit	GL15	900.00	7719	Bi-annual	Audit
Petty Cash	~	116.10	7720	Monthly	Cemetery, Estab Chgs, Mtg Costs, Training

Payments for approval: Sub total

28,033.67

TOTAL PAYMENTS

NOVEMBER

32,964.41

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NEIGHBOURHOOD DEVELOPMENT PLAN:

See Separate Financial Statement

YOUTH COUNCIL:

NB: No transactions since previous statement

A list of unpresented Cheques (For information only)

Expenses	59.80	7691
Mr Cackett	48.00	7695
Light Fantastic DIY Ltd	15.04	7700
J Parker Dutch Bulbs (Wholesale) Ltd	97.14	7701
Total	219.98	

Monthly Financial Statement

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

Independent Internal Auditors Interim Audit Report

Members were provided with a copy of the interim audit report which had been received; Councillors were afforded the opportunity to read same. Cllr Berryman drew attention to the Independent Internal Auditor's comments detailed in item G (*salaries to employees and allowances to Members were paid in accordance with Council approval and PAYE and NI requirements were properly applied*) and item 4 (*expressing concern that despite a "clean bill of health" being given by the External Auditor five Council Members thought it fit to query the process by which accounts are produced*). Acceptance of the report was **proposed by Cllr Harris, seconded by Cllr Greenwood. Unanimous.**

Future Concern re Percentage of LSCT passed to "local" Councils were noted. Prior to the meeting Members were provided with a copy of the article which had appeared in the local press regarding actions by Forest of Dean District Council to bridge the deficit in their budget. Attention was drawn to the potential impact the deficit may have on the percentage of LSCT which Forest of Dean District Council passed to "local" Councils. Members were informed that Forest of Dean District Council had advised that they would be unable to provide the "baseline" figures until the end of November, accordingly, it would not be possible to hold the scheduled Finance and Scrutiny Committee Budget/Precept meeting in November and an Extra Ordinary Committee meeting would instead take place in December from which a Budget/Precept recommendation would be derived and taken to the January 2015 Full Council meeting.

Health and Safety Training

Members were reminded that they had previously resolved that staff/Councillors would be liable to cover a proportionate cost if they failed to attend organised training, unless their absence was due to illness/accident. Accordingly, invoices had been raised against those Members who had not attended the Health and Safety Training which had been organised for 20 October 2014.

During discussion Cllr Osborne advised that he had sought personal legal advice on the matter and questioned if a reduction had been applied to the cost of the course by the trainer (due to reduced numbers) and if members of the Town Council's Ground staff had also been asked to attend. Members were informed that the Ground Staff who had delegated responsibility for health and safety had attended the course and Members were reminded once again of their previous resolution regarding charging. Cllr Thomas called for availability of Members to be obtained prior to arranging future training courses. Cllr Ives reminded his fellow Councillors that the Council had agreed the date for the course and

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called for his fellow Councillors who had not attended the training to settle their invoice.

After a short further discussion it was **proposed by Cllr Pearman, seconded by Cllr Greenwood**, that the invoices would stand and that it would be up to individual Members as to whether they wished to settle same or have their details shown as End of Year Debtors. Furthermore, that in six months' time the CEO would ensure a future agenda item in order that the Council may consider the procedure to be followed for arranging future training dates/charging for non-attendance.

Action by – the CEO

Poppy Wreath

The purchase of a Poppy Wreath was noted (S137 spend). Endorsement **proposed by Cllr Ives, seconded by Cllr Preest**. Unanimous.

9. PERSONNEL COMMITTEE

Members were provided with a copy of the minutes of the meeting held 2 October 2014 for information only. Noted.

Health and Safety Training Overview

Cllr Pearman spoke positively on the training which had been provided and also on the quality/content of the handouts which had been issued. Members were informed that as part of the training the instructor had questioned the number of personnel who were present in the room during meetings and the Council's ability to safely evacuate the room in an emergency.

It was noted that those Councillors who had not attended the training course would be provided with a copy of the handouts and that future meeting attendance would be monitored to ensure access/egress was maintained.

10. LYDNEY'S RENEWABLE ENERGY POLICY

Cllr Greenwood advised that no action had been taken to date and he expressed a desire to meet with Cllr Preest within the next two weeks.

11. LYDNEY'S AQM

Cllr Thomas called for the item to be removed from the agenda at present, due to lack of progress by Forest of Dean District Council.

Cllr Bevan excused himself from the meeting at this point.

12. CHRISTMAS 2014

Prior to the meeting Members were provided with a copy of the event plan which had been produced following a meeting with Cllr Harris.

Cllr Harris called on her fellow Members (Cllrs names previously listed) to attend the event and assist with marshalling and provided a report on the following matters:

- A risk assessment had now been produced for which she would receive a copy.
- Mr Hobman had confirmed that the choirs would be in attendance from 5.30 pm in advance of their performance at 5.45 pm.
- Use of a PA system had not been secured for the event; Cllr Berryman offered to enquire if the PA system from Bathurst Pool could be utilised. It was also suggested that Cllr Bevan may be able to provide a portable system. Cllr Harris to investigate.

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- Confirmation had been received from the Co-operative Store that the Council would be able to use the disabled parking bays at the front of the store from 12 noon.
- A street collection licence was in the process of being obtained from Forest of Dean District Council.
- Complaints had already been received regarding the Christmas Cone. A picket fence had been constructed by Town Council Ground Staff and had been erected around the base of the tree. Thanks were expressed to Ground Staff for their efforts.
- Marshals would be provided with buckets in order to encourage members of the public to donate towards the 2015 Christmas Lights.
- 75 copies of the Carol Sheet had been produced.
- Cllr Biddle had offered to supply, deliver and collect chairs for use by Lydney Training Band.
- A poster advertising the event had been produced by Town Council staff.
- Cllr Harris would collect the decorations for Santa's Grotto from Cllr Hobman on the Thursday prior to the event. Cllrs Rudge and Vaughan would then decorate the grotto.
- Cllr Rudge would erect the gazebos (from 12 noon onwards)
- Marshals were requested to arrive on site for 4.45 pm.

During discussion it was noted that several features had been activated and the CEO was requested to contact the installation company and arrange for them to address this issue (features in question being outside Makinsons, Imagitec, the Council office, the old Police station, corner of Newerne Street and Hams Road (top of junction).

Approval was sought for the inclusion of an advertisement in The Review regarding the Christmas Lights Switch On at a cost of £81.00 plus VAT. **Proposed by Cllr Harris, seconded by Cllr Greenwood.** Unanimous.

Action by – the Secretary

Cllr Bonser called for the publicity poster to be amended to reflect that the lights would be turned on by the Mayor and a local celebrity.

Action by – the CEO

13. CYCLE PATH

Prior to the meeting Members were provided with a copy of the press release which had been issued in respect of the cycle path initiative which had arisen from the Neighbourhood Development Plan.

Cllr Openshaw spoke on the Lydney Cycle route and the intention that the route would connect with cycle path currently under discussion linking Parkend and Whitecroft. Members noted that Cllr Openshaw and Mr D Street had been elected to represent the NDP and Lydney Revolutions on the Parkend Cycle/Pedestrian Path Committee and that the Council had also been invited to appoint a representative to the group. Cllr Greenwood offered to act as the Council's representative to the group. **Proposed by Cllr Bonser, seconded by Cllr Greenwood.** Unanimous.

Responding to a question which had been raised by the CEO, Cllr Openshaw confirmed that Lydney Revolutions would concentrate on the Lydney Scheme, whereas the Parkend Cycle/Pedestrian Path Committee would concentrate on the other scheme. Cllr Greenwood clarified that the Lydney to Parkend route would be suitable for multi use and he called for pressure to be applied to Mr B Watkins, Gloucestershire County Council in order to address issues which had been identified in Forest Road

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14. **LYDNEY WAR MEMORIAL**

Prior to the meeting Members were provided with a copy of the quotations which had been received from M E Damsell and Philip Blatchly & Son for the refurbishment of the War Memorial.

During discussion it was **proposed by Cllr Osborne** that the Council would apply to the War Memorials Trust for a grant to undertake the refurbishment, however, if the grant was unsuccessful it would allocate £9,000 from its General Reserves to cover the cost of the work and would annually include the sum of £1,000 in its budget to be earmarked towards the refurbishment work of the War Memorial since undertaken. **Seconded by Cllr Pearman.** Vote carried with three abstentions.

Action by – the CEO

15. **LYDNEY YOUTH COUNCIL**

Cllr Vaughan spoke on the difficulties which she had experienced through attempting to contact the Rugby Club and had therefore approached Lydney Town AFC regarding the use of their facilities. Members noted that the Working Party had agreed that they would hold a meeting in January 2015 to discuss the re-formation of the Youth Council with interested parties.

It was noted that the Working Party would inform the CEO of the date when the meeting would take place in order that posters advertising the event may be produced.

Action by- Cllrs Vaughan, Rudge, Ives and Harris

16. **TWO RIVERS HOUSING**

Members were provided with a copy of the response which had been received from Two Rivers Housing following concerns over litter/fly tipping which had occurred in the garages in Naas Lane/Rodley Square. It was noted that Two Rivers Housing had instructed their contractors to remove any waste which had accumulated in the area and to secure a broken garage door.

Members were advised to report any issues to the Neighbourhood Housing Advisor, contact details for which had been included in the e-mail.

17. **FORMAL CORRESPONDENCE RECEIVED**

- Lydney Town Council Autumn Newsletter – complaint from a member of the public that the newsletter had displayed an incorrect telephone number for the Town Hall. It was confirmed that the number displayed in the newsletter had actually been provided by the Chairman of the Town Hall Trust.
- Forest Routes Information Bus Sessions – e-mail from Anna-Marie Daniels, Community Transport Partnership Co-ordinator offering to provide a presentation about the project and discuss how Members may get involved. It was **proposed by Cllr Greenwood** that the organisation would be invited to present at the January meeting. **Seconded by Cllr Berryman.**
- Allaston Development Public meeting – providing a copy of the press release outlining the decision to cancel the public meeting which had been arranged for Lydney Town Hall on 28 October 2014.
- Mr H Matthews – letter congratulating the Council on its determination to oppose the Planning Appeal by Allaston Developments Ltd.
- Mayor's for Peace- e-mail from Sean Morris, UK & Ireland Mayors for Peace Working Group Secretary outlining the main actions from the recent meeting in Manchester and advising of the date of the next meeting (30 January 2015 at 1.30 pm in Manchester

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Town Hall).

- Forest of Dean District Council – E-mail from Malcolm Vine, providing information on the District Council’s set approach to “Rough Sleeping” during severe weather over the winter.
- Forest of Dean District Council – E-mail from Mr P Hibberd, District Emergency Controller, providing information re risk of tidal flooding and key dates when high astronomical tides are forecast for 2015.
- St Mary’s Church – e-mail from Rev. Fenby inviting the council to provide a tree as part of the Lydney Christmas Tree Festival. **Proposed by Cllr Bonser, seconded by Cllr Pearman**, that the Council would expend up to £50.00 on the purchase of a tree and suitable decorations/lights (funding to be taken from free grants budgetary heading). Vote carried. Cllr Bonser offered to decorate the tree.
- Forest Routes – providing a copy of issue 5 of the Forest Routes Programme Newsletter.
- Forest of Dean District Council – Letter from Marsha Llewellyn, Recycling Officer in response to the Town Council’s call for recycling facilities to be provided at Oakdale.
- Lakeside – E-mail’s and video received from Mr C Legg highlighting the near-miss flooding which occurred at Lakeside over the weekend.

18. COMMUNITY AND OTHER REPORTS

Planning and Highways Committee

Cllr Greenwood advised that the Committee’s main focus had been the impending Planning Appeal by Allaston Developments Ltd. It was noted that the Town Council’s oral address at the appeal would focus on the issues previously agreed by the Committee and the view that the lack of a five year housing supply should not be the overriding factor when determining applications. Cllr Preest advised that he would speak at the appeal in his capacity of County Councillor. It was noted that members of the public would also be able to address the Inspector on the first day of the appeal, if they so desired.

It was **proposed by Cllr Greenwood, seconded by Cllr Harris**, that the Council would ratify the appointment of Cllr Openshaw to the Planning and Highway Committee.

Oakdale

Cllr Pearman appraised Members of the contents of an e-mail which had been received from Mr B Holmes, MMC² regarding issues which had been previously raised by the Committee.

Members were requested to inform the CEO of any issues which arose at Oakdale in order that the issues could be referred to the developer.

Flood Defence meeting/Fallers Field

Members were provided with a copy of the minutes of the last meeting on 2 October 2014. Noted.

Neighbourhood Development Plan Steering Group

Cllr Pearman advised that contact was being made with Forest of Dean District Council regarding the necessity for SEAs, HRAs. It was hoped that the Plan would go forward to examination shortly. Members were informed that the content of Lydney Revolutions was “owned” by Mr D Street and Mr J Openshaw and that the document was being used to link with the cycle project under discussion with the Forestry Commission, however, the scheme was entirely separate.

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Lydney Town Hall Trust Management Committee

Cllr Bonser reported an increase in private bookings for the Town Hall and regretted that it had been necessary to cancel the Rocky Horror event due to lack of sales. Members were informed that the Hall had also submitted an application regarding a feasibility study for the Town Hall.

19. COUNTY COUNCILLOR REPORT

County Cllr Preest spoke on the meeting which had been arranged by Gloucestershire County Council and reminded Members that Lydney had been awarded £1m funding which had been secured by the Authority. County Cllr Preest advised that a Cabinet meeting would take place on 8 December 2014 to decide the projects which would be funded and explained that it would be necessary to hold a meeting at short notice with interested partners to obtain clarification a small number of issues prior to the Cabinet meeting. Members were informed that a consultation exercise would then be undertaken by the Authority.

County Cllr Preest was pleased to report that those organisations who had successfully applied to the Active Together scheme were now starting to receive their funding grants which were being paid in two tranches. Responding to a question which had been raised by the CEO, Cllr Ives confirmed that Bathurst Park and Recreation Trust had been awarded £2,000 and he was asked to contact the CEO to obtain the correct bank account information for the Trust and to provide a copy of the application form submitted.

20. DISTRICT COUNCILLOR'S REPORT

None.

21. COUNCILLORS REPORTS

Cllr Thomas reported that the Fat Hen had now been removed from the wild flower bed at the Lydney/Aylburton Gateway and that in the spring the area would be rotavated and weedsprayed prior to sowing.

Cllr Biddle advised that the final of a teenage singing competition would take place during the afternoon of 16 November 2014.

Cllr Ives enquired if it would be possible to purchase and install a mosquito device in Bathurst Park. Cllr Bonser advised that the Trust had previously purchased such a device which had then been stolen.

Cllr Pearman advised that he had been privileged to represent the Mayor at two events (Poppy Shop and Lydney Rugby Club) and that as a result of attending the event at the Rugby Club a meeting had been arranged with Mr M Harper MP to discuss planning issues and the Neighbourhood Development Plan.

Cllr Rudge expressed thanks to his fellow Councillors for attending the opening of the Poppy Shop.

Cllr Harris advised that numerous positive comments had been received regarding the Fireworks Display which had taken place in Bathurst Park; expressed concern over the amount of rainwater which was running down Highfield Hill; highlighted that rainwater was pooling in the town and questioned if drains/gully's had been cleared by Gloucestershire Highways. County Cllr Preest committed to raise the matter with Mr B Watkins

Action by – County Cllr Preest

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2014/11/10 – 97

22. **PRESS RELEASE**

Members were asked to approve expenditure for a Public Notice to be placed in The Forester regarding the Council's intention to speak at the Planning Appeal Hearing by Allaston Developments Ltd (cost £22.20 plus VAT). **Proposed by Cllr Berryman.** Unanimous.

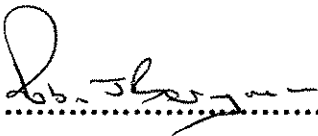
It was agreed that the Public Notice would not be displayed in The Review due to excessive cost.

23. **MEETING DATES**

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

- 17 November 2014 – Amenities Committee (there will be no Finance and Scrutiny Committee meeting. Extra ordinary meeting to be convened when the Revenue Support Grant Baseline figures have been confirmed by Forest of Dean District Council)
- 24 November 2014 – Burial Committee meeting (6.30 pm)/Trust meetings (7.00 pm)
- 8 December 2015 – Planning and Highways (6.00 pm)/Full Council (7.00 pm)

Meeting closed at 9.24 pm

Chairman

Date11/12/2014.....

14/10/14

Actions from Full Council meeting on 13 October 2014

Agenda Item	Action
3.	<ul style="list-style-type: none"> • Cllr Openshaw to return completed Register of Member's Interests to CEO by 20 October 2014. Done.
5.	<ul style="list-style-type: none"> • Cllr Rudge to attend Community Safety Partnership meeting at Forest of Dean District Council on 11 November 2014 at 2.00 pm. Update Pending
9.	<ul style="list-style-type: none"> • CEO to inform successful contractor re. the award of four year plant supply contract. Done.
17.	<ul style="list-style-type: none"> • Cllr Harris to meet with CEO to produce Risk Assessment for the Switch On Event (including provision of site plan). <u>URGENT</u> - Info still to be supplied by Cllr Harris therefore R/A still not addressed. • Council Staff to arrange event insurance provision. Done. • Cllr Harris to confirm attendance of School Choirs. Pending update - Cllr Harris • Cllr Harris to confirm PA arrangements. Pending update - Cllr Harris • Cllr Harris to confirm provision of a low platform for Mayor and Mr Higgs. Pending - Cllr Harris • Council staff to contact The Co-operative Store to request use of disabled parking bays from 12 noon. Current pending response from Store Manager. • Council staff to pursue issue of street collection licence to Cllr Harris. <u>URGENT</u> - Cllr Harris provided with a further copy of the form and requested to complete and return to Town Council Office. FODDC have agreed to expedite issue of licence when form forwarded by Town Council staff. • Town Council staff to construct and erect a white picket fence barrier around base of Christmas cone. Currently under construction. • Town Council staff to produce Christmas Carol Sheets. Currently in production. • Cllr Biddle to supply 25 chairs for use by Lydney Training Band. Noted; Cllr Biddle to arrange delivery to site on given date • Town Council staff to produce posters to advertise Switch On event. Currently in production. • Cllr Hobman to provide Christmas decorations for Santa's Grotto. Noted • Cllrs Vaughan and Rudge to erect decorate/Police grotto from 2pm • Cllrs Thomas, Greenwood, Biddle, Pearman, Preest, Rudge, Osborne, Openshaw Vaughan and Hobman to act as Marshals during event. Marshals to be on-site by 4.45pm • Town Council staff to issue invitation to District Cllrs to attend event. Done • Town Council staff to inform Police of event. Done. Two PCSOs have been assigned to the event.
18.	<ul style="list-style-type: none"> • All Members to be provided with a copy of the Press Release issued by the NDP Steering Group re provision of a cycle path. Done
20.	<ul style="list-style-type: none"> • Cllrs Harris, Rudge and Vaughan to inform Town Council staff of arrangements for initial Youth Council Awareness meeting in order that posters may be produced. Posters produced; awaiting confirming as to meeting arrangements from named Councillors
22.	<ul style="list-style-type: none"> • CEO and two Members to arrange a meeting to formulate Town Council's response to appeal by Allaston Developments Ltd. Agenda item
25.	<ul style="list-style-type: none"> • "Hedge letters" to be sent to the Victoria Centre and a property on corner of Bathurst Park Road and Whitecross Road. Done • CEO to produce leaflet highlighting recent incident which have occurred in Bathurst Park for distribution to surrounding residential properties to encourage them to report anything untoward to the 101 Police Non-emergency number. Produced and

[Handwritten mark]

	<p>distributed by Mayor</p> <ul style="list-style-type: none"> • CEO to obtain opinion of Head Groundsman regarding low level branches on a lime tree adjacent to the Bowling Club Pavilion. Pending; Grounds Staff • CEO to converse with the other Town Council's concerning inviting Police and Crime Commissioner Martin Surl to future meeting/joint meeting. CEO to also seek opinion of other Town Council's in the Forest re submission of a joint letter to Police and Crime Commissioner Surl. Note response received from Cinderford/Newent Town Councils • CEO to arrange for a future agenda item; Security measures for the Bathurst Park and Recreation Trust meeting. Trust Agenda Item - Pending.
	<ul style="list-style-type: none"> •