

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2015/07/13 – 28

**MINUTES OF THE TOWN COUNCIL MEETING** held in the Council Chamber, Claremont House, Lydney on Monday 13 July 2015 at 6.45 pm.

**PRESENT:** Cllrs B Berryman (Chairman), D Biddle, R Christodoulides, C Harris, H Ives, C Legg, J Openshaw, B Pearman, A Preest, D Pugh, S Rudge, D Street and C Vaughan

Mss Celia Wear – Forest Routes – Presentation only

Three members of the public

District Cllr Bevan

District Cllr Simpson

PS Pitman and PC Hopkins, Gloucestershire Police – Agenda item 4 only

Mrs J Smailes – Chief Executive Officer (CEO)

Miss C Wheeler – Executive Officer (EO)

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Prior to the start of the meeting Councillors received a presentation from Ms Celia Wear, Forest Routes, who gave an overview of the role of the organisation; its current work and future plans, together with details of how members of the public may engage with Forest Routes.

Responding to a question which had been raised by Cllr Harris, Ms Wear advised that the minimum age for a volunteer driver was 25. Whilst there was no upper age limit for car drivers, an upper age limit had been set at 70 for minibus drivers and Ms Wear stressed that anyone interested in becoming a volunteer driver would be able to fit such duties around their personal commitments.

Ms Wear then excused herself from the meeting at 7.01 pm.

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**

Apologies for absence were received and noted from Cllrs Beddis and Greenwood.

2. **DECLARATIONS OF INTEREST**

None.

Cllr Berryman advised that Agenda Item 4 – Police would be discussed that this point, however, the minutes reflect the order as shown on the agenda.

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Town Council meeting held on 8 June 2015 was **proposed by Cllr Harris, seconded by Cllr Christodoulides**. Unanimous.

4. **POLICE MATTERS**

Prior to the meeting Members were provided with a copy of the report which had been received from the Police.

PS Pitman advised that the role of the Community Sargent for Lydney had now been abolished; instead PS Pitman would be required to cover the whole of the Forest. PS Pitman advised that the Police were in the process of purchasing the former Coleford

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Magistrates Court and once the sale had gone through he expected Lydney Station to close, with the Fire Station then being used as a Police Information Point. PS Pitman stressed that PC Hopkins would remain as the Beat Manager and that PCSOs Wilce and Oliver would also remain.

Attention then turned to the crime statistics and an increase of 11 crimes was noted. PS Pitman reported that the Police and Crime Commissioner had funded the purchase of four electric bicycles which were already being well used; that the Community Event which had been organised by the Police and held in Bathurst Park had been so well received it was intended to repeat the event in 2016; that due to the impending school holidays it was the intention to arrange an operation to target Bathurst Park during the summer months.

Referencing the recent posting on the Town Council's Facebook page, PS Pitman advised that three months ago a warrant had been exercised in Steel Avenue which resulted in a resident being caught in possession of a controlled substance. It was noted that the case was proceeding to court, however, the process was taking longer than anticipated due to Forensics. Members were also advised that a plain clothes operation had recently been conducted in the Town during which Officers had witnessed youths climbing the tower at the Fire Station and also other buildings; the persons responsible for such buildings had been asked to tighten their security.

### Respect Zone

PS Pitman advised that no incidents had been reported since the implementation of the Respect Zone; that the Zone appeared to be working well and that residents had requested a meeting with representatives from Lydney Town Council, Forest of Dean District Council and Gloucestershire Police which was in the process of being arranged by the Police.

There being no other business PS Pitman and PC Hopkins excused themselves from the meeting at 7.11 pm.

### 5. OPEN FORUM

The Mayor read out Legal Topic Note LTN5 issued June 2015 by the National Association of Local Councils (NALC) concerning public participation at Council meetings. Noted.

No questions/comments were received from public/Press in attendance.

### 6. COMMUNICATIONS BY THE MAYOR

Cllr Berryman advised that since the last meeting he had attended a number of events, including:

- Forest Mayor's meeting
- Lydney C of E School Centenary Celebrations
- Yvonne Walkerdine concert
- Armed Forces Day, Coleford
- Upper Forge bridge opening



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### 7. CEO'S REPORT

A copy of the CEO's 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:-

#### NALC Legal Topic Note LTN5

As per the above briefing, Members were required to complete and return an "Apology for Absence" form should they not be able to attend meetings and attention was drawn to the requirement to capture the reason given for absence in the meeting minutes. Members were reminded that Resolutions took immediate effect and did not require the approval of the meeting minutes before action could be taken on the Resolution. Furthermore, that should Councillors wish to attend a Committee meeting but were not a Member of said Committee, they would be afforded the same rights as a member of the public.

#### Air Conditioning Unit

The CEO advised that a contractor had visited site to service the air conditioning unit in the Council Chamber. During the visit it had been discovered that the unit was faulty and was beyond repair; a quotation had been obtained for a replacement unit at a cost of £2,375.00 plus VAT). It was **proposed by Cllr Ives** and unanimously agreed that the Council would not replace the unit.

#### Japanese Knotweed

Members noted the charge levied by Hedley's Solicitors in respect to legal advice sought on Japanese Knotweed.

#### Training

Members were reminded that a second Councillor Training session would take place on 21 July 2015 from 6.30 pm to 9.00 pm. Topics included Being a Better Councillor and Chairmanship Training; training provided via Gloucestershire Association of Parish and Town Councils.

Cllr Pearman provided an overview of the first Councillor Training Course which took place on 30 June 2015 which he felt to have been advantageous. The need for Members to take advantage of training which was offered to them was stressed, particularly as the Council wished to ensure that its Members were full aware of the duties of their role and to ensure that Local Council Governance and Best Practice was complied with.

#### Councillor Surgeries

Members were asked to inform the Administrative Assistant of the location and time of each Surgery at least two weeks in advance of the scheduled date in order that the arrangements may be publicised. Furthermore, Members were reminded of their obligation to arrange cover if they could not attend on the specified date.

#### Civic & Town Council Events

Prior to the meeting Members were provided with a copy of the agreed Civic & Town Council events, together with dates/budgetary allocation and Members were asked if they wished to make any amendments to the document.

Cllr Vaughan excused herself from the meeting at this point.

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During discussion it was noted that the date which had been shown for the Christmas Lights Switch On required amendment to 28 November 2015. Cllr Harris spoke in support of continuing to amalgamate the Town Celebration and Mayor's Reception. Cllr Openshaw requested the inclusion of an event for the Town during August 2016. Noted.

### 8. FINANCIAL MATTERS

#### FINANCIAL STATEMENT -

JULY 2015

#### Opening Bank Balances as 1st April 2015

LLOYDS BANK - Current account	91,848.82	
LLOYDS BANK - Lydney In Bloom - current	94.10	
LLOYDS BANK - NDP - current	9,629.81	
LLOYDS BANK - Youth Council - current	885.96	
LLOYDS BANK - LGPS - current	10.00	

2014/15 Commitments Brought Forward  
**£28,551.74**

#### LLOYDS BANK - Earmarked Reserves:

S106	29,191.50	
Lydney War Memorial	1,347.00	
Play Areas	8,000.00	
Cemetery	13,842.14	
Walkers Are Welcome Signage	2,000.00	
Machinery	11,500.00	
NDP Earmarked	4,296.62	
LGPS Provision	5,000.00	75,177.26

LLOYDS BANK - General Reserve	141,412.46	216,589.72
		<b>319,058.41</b>

#### RECEIPTS

Receipts APRIL	241,940.18	includes Precept 1 of 2
Receipts MAY	8,309.38	
<b>Receipts JUNE</b>	<b>2,500.12</b>	<b>See attached</b>

Receipts JULY	-	
Receipts AUGUST	-	
Receipts SEPTEMBER	-	
Receipts OCTOBER	-	
Receipts NOVEMBER	-	
Receipts DECEMBER	-	
Receipts JANUARY	-	
Receipts FEBRUARY	-	
Receipts MARCH	-	
<b>Lydney In Bloom: Income banked to LIB current a/c</b>	<b>1,755.70</b>	Detailed on separate Financial Statement
<b>NDP: Income banked to NDP current a/c</b>	<b>-</b>	Detailed on separate Financial Statement
<b>Youth Council: Income banked to YC current a/c</b>	<b>-</b>	No transactions in 2015/16 to date
<b>Total Receipts YTD</b>	<b>254,505.38</b>	

#### PAYMENTS

Payments APRIL	9,575.10	
Payments MAY	86,843.19	
Payments JUNE	35,413.57	
<b>Payments JULY</b>	<b>36,437.84</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	-	
<b>Lydney In Bloom: Cheque Payments to date from LIB a/c</b>	<b>667.20</b>	See Separate Financial Statement
<b>NDP: Cheque Payments to date from NDP a/c</b>	<b>1,390.03</b>	See Separate Financial Statement
<b>Youth Council: Cheque Payments to date from Youth Council a/c</b>	<b>-</b>	No transactions in 2015/16 to date
<b>Total Payments YTD</b>	<b>170,326.93</b>	
		<b>403,236.86</b>

Reconciled Bank Statements as at end

JUNE

LLOYDS BANK - Current account

182,615.50

Bank statements attached

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LLOYDS BANK - Lydney In Bloom - current	1,182.60	
LLOYDS BANK - NDP - current	8,239.78	
LLOYDS BANK - Youth Council - current	885.96	no recent transactions
LLOYDS BANK - LGPS - current	10.00	no recent transactions

### LLOYDS BANK - Earmarked Reserves:

S106	29,191.50	
Lydney War Memorial	1,347.00	
Play Areas	8,000.00	
Cemetery	13,842.14	
Walkers Are Welcome Signage	2,000.00	
Machinery	3,500.00	
NDP Earmarked	4,296.62	
LGPS Provision	5,000.00	67,177.26

LLOYDS BANK - General Reserve 143,125.76 210,303.02

Bank Balances as at: 30-Jun-15 **403,236.86** **0.00** check

### JULY PAYMENTS

			Chq. No		Description/Spending Power:
<u>Payments made by Direct Debit/Standing Order</u>					
ATOS Fuel Genie	15.06.15	482.28	DD	Monthly	Fuel
Cablestream Ltd	19.06.15	147.36	DD	Monthly	Telephone
Tate Computer Technology Ltd	22.06.15	79.20	STO	Monthly	IT Maintenance
FoDDC Business Rates	22.06.15	62.00	DD	Monthly	Cemetery
Forest Equipment Services	26.06.15	760.81	DD	Annual	Litter Picking (June)
Dean Truck Repairs	29.06.15	234.00	STO	Monthly	Van Hire
British Telecom	29.06.15	115.80	DD	Monthly	Telephone
SITA	30.06.15	99.64	STO	Monthly	Cemetery
Interim Payments: Sub total		1,981.09			
<u>Interim Payments made in advance of meeting:</u>					
FoDDC	11.06.15	192.50	7976	Ad hoc	Planning: Legal Fees
Forest Sensory Services	25.06.15	80.00	7977	Ad hoc	Civic Expenses
Interim Payments: Sub total		272.50			

### Payments for approval at meeting held on: 13th July 2015

Corporate: Payroll	12,662.52	BACS	Monthly	July
Corporate: HMRC	3,443.80	BACS	Monthly	July
Corporate: Glos LGPS	4,838.88	BACS	Monthly	July
Arkell & Hurcombe (Bronzeworks)	106.20	7978	Ad hoc	Cemetery
L. Cole Electrical	152.00	7979	Annual	Building Maintenance
Columbaria	84.00	7980	Ad hoc	Cemetery
Kane Mailing Systems Ltd	114.00	7981	Annual	Establishment Charges
Martin Lanfear	5,900.00	7982	Ad hoc	Cemetery Wall
Monmouthshire CC	288.00	7983	Annual	2014/15 B'fwd
NALC	15.00	7984	Ad hoc	2014/15 B'fwd
Office Star	156.68	7985	Monthly	Stationery
PB Safety	185.82	7986	Ad hoc	2014/15 B'fwd
Pear Technology	300.00	7987	Annual	Pear Mapping
Rigby Taylor	69.60	7988	Ad hoc	Weed Spraying
Travis Perkins	193.22	7989	Ad hoc	Cemetery
Wellers Hedleys	220.80	7990	Ad hoc	Legal Fees
Whitehouse Press	435.00	7991	Quarterly	Newsletter
Worksafely Ltd	137.70	7992	Ad hoc	2014/15 B'fwd
Travel Expenses	28.00	7993	Bi-annual	Corporate
Training Expenses	20.28	7994	Ad hoc	Training
Training Expenses	331.84	7995	Ad hoc	2014/15 B'fwd
Training Expenses	22.44	7996	Ad hoc	2014/15 B'fwd
Petty Cash	253.19	7997	Monthly	Estab, Stat, Mtgs, Corp, Equip, H&S, Tph, PPE
Dean Mowers Ltd	235.90	7998	Ad hoc	Machinery
GAPTC	22.05	7999	Annual	Councillor Training
Light Fantastic DIY Ltd	55.46	8000	Monthly	Floral / Play Equip Maintenance
Lydney Engineering Ltd	70.85	8001	Monthly	Establishment Charges
R Oakey & Son Electrical Services	60.00	8002	Ad hoc	Establishment Charges
Sage UK Ltd	890.40	8003	Annual	Corporate
Forest Equipment Services	1,521.62	8004	Monthly	Litter Picking (April & May)
Wye Valley & Forest of Dean Tourism Assoc	54.00	8005	Annual	Subscriptions
Free Grant: Lydney Royal British Legion	765.00	8006	Ad hoc	Free Grant

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Free Grant: County Air Ambulance Trust	500.00	8007	Ad hoc	Free Grant
Free Grant: Miss L Hopes	50.00	8008	Ad hoc	Free Grant
<b>Payments for approval: Sub total</b>	<b>34,184.25</b>			

**TOTAL PAYMENTS JULY 36,437.84**

**LYDNEY IN BLOOM:**

*Detailed on separate Financial Statement*

**NEIGHBOURHOOD DEVELOPMENT PLAN:**

*Detailed on separate Financial Statement*

**YOUTH COUNCIL:**

*NB: No transactions since previous statement*

**A list of unrepresented Cheques (For Information only)**

Travis Perkins	75.68	7969
FoDDC	-192.50	7976
<b>Total</b>	<b>-116.82</b>	

**LTC Virements**

Ref	Min Ref	Amount	From	To
1	> July Mtg			
		£1,000	Establishment Charges	Telephone/Internet
		£2,232	Photocopier	IT Equipment
		£200	Litterpicking General	Litterpicking Docks
		£300	Grass Cutting	Playareas Maintenance
		£1,000	Grass Cutting	Trees
		£1,200	Weedspraying	Trees
		£500	Oaks, Scrub etc	Trees

**Monthly Financial Statement**

Receipt of the monthly payment schedule (Month 4) was **proposed by Cllr Openshaw, seconded by Cllr Harris.** Unanimous.

Approval of the payments therefrom **proposed by Cllr Openshaw, seconded by Cllr Harris.** Unanimous.

**Delegated Powers**

It was **proposed by Cllr Preest, seconded by Cllr Harris,** that Delegated Powers would be bestowed on an Officer and Two Councillors in order to approve payments during August Recess (details of any payments made to be noted at September meeting). Unanimous.

**Grant/Donations – Corporate Policies**

Prior to the meeting Members were provided with copies of the following policies for which approval was sought:

- Revised Grant Policy
- Donations Policy
- Mayor’s Civic Fund Policy

During discussion Members were advised that the Councils existing Grant Policy had been simplified as per Members’ request and that following discussion at a recent Finance and Scrutiny Committee meeting a Donations Policy had been formulated. The CEO provided an overview of the operation of the above policies and reminded Members that the Finance and

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Scrutiny Committee considered Grant/Donation requests twice yearly. After a short further discussion it was **proposed by Cllr Openshaw, seconded by Cllr Harris**, that the Revised Grant Policy would be adopted. Unanimous.

It was **proposed by Cllr Harris, seconded by Cllr Openshaw**, that the Donations Policy would be accepted. Unanimous.

It was **proposed by Cllr Berryman** that the Mayor's Civic Fund Policy would be adopted. Unanimous. The CEO confirmed that the sum allocated would remain at £250 for the current Civic Year.

9. **HEALTH AND SAFETY**

The CEO advised that the Council's Health and Safety Policy and Documentation folder had been amended and updated and that Risk Assessments would be reviewed during August. Noted.

10. **LYDNEY'S RENEWABLE ENERGY POLICY WORKING GROUP**

Cllr Preest advised that he had met with colleagues from Herefordshire Council and expressed a desire for Forest of Dean District Council to formulate a Renewable Policy.

11. **VJ DAY**

Cllr Rudge reported that a meeting had taken place with representatives from the Royal British Legion Lydney Branch regarding the event, during which the following had been agreed:

- That they wished the event to take place in Bathurst Park and that it would involve performances by bands.
- That members of the public would be invited to "bring their own picnic" to the event.
- That Cllr Rudge would meet with Lydney Town Council staff on 15 July 2015 in order that they may assist him with the completion of a Temporary Event Notice for the event in addition to the design and production of a poster for the event.

Cllr Rudge gave a commitment to raise the requirement for insurance and provision of a Risk Assessment for the event at the RBL Lydney Branch meeting which would take place the following day and would ensure that Town Council staff were kept informed of discussions.

Responding to Cllr Rudge's request for assistance with marshalling the event on 16 August 2015 between 12 noon and 4.00 pm, Cllrs Harris, Pearman, Biddle and Ives volunteered their assistance.

Members were reminded that the Council had previously granted the RBL Lydney Branch a donation of £150 towards the cost of the event. Accordingly, the organisation would be required to cover the cost of the event out of said sum (e.g. Temporary Event Notice, Insurance (including cover for volunteers), provision of a Risk Assessment). Members noted that the request to use Bathurst Park would be considered at the next meeting of the Bathurst Park and Recreation Trust on 27 July 2015.

**Commemorative Bench**

Prior to the meeting Members were provided with details of a bench which commemorated WW2 and were asked if they wished to consider purchasing such a bench which could then be sited in Bathurst Park. Noting the cost of the bench amounted to £595 plus VAT and delivery charge, Cllr Rudge gave a commitment to approach RBL Lydney Branch and the Royal Navy

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Association to ascertain if they would be willing to contribute towards the cost of the bench, which Cllr Rudge felt could be sited in the Memorial Garden in Bathurst Park. Cllr Pearman drew Members' attention to the Grants and Donation Policies which had been approved earlier in the meeting (such applications then considered by relevant Committee) and Members were reminded that the Council had already provided a donation to RBL Lydney Branch of £150 in respect of the VJ Day commemorations.

**Action by – Cllr Rudge**

### 12. EVENTS WORKING PARTY

#### Christmas Lights Switch On

Cllr Harris highlighted the necessity for Working Party members to attend all scheduled Working Party meetings.

The CEO advised that as per Delegated Powers granted at the last meeting, two quotations had been obtained for the supply, erection, storage and PAT testing of sufficient Christmas tree lights for a 20' tree (the most cost effective being from Luke Cole Electrical at £370.00); that the suit for Santa had been reserved at £20 (plus £20 deposit); Danter's Fair had been requested to attend the event; that a quotation had been obtained for the hire of a PA system (copy provided to Members). Cllr Berryman confirmed that Lord Bledisloe had kindly agreed to provide a Christmas tree for the Town free of charge.

Whilst the exact location of the event had yet to be determined, the CEO stressed the need for the Town Council's office to be informed of event arrangements as soon as possible. Responding to a question raised by the CEO, Cllr Harris advised that the event would commence at 5.30 pm, with the lights switched on at 6.00 pm. As no information had been forthcoming regarding the availability of Kate Humble, **it was proposed by Cllr Berryman** that the Council would invite a resident of the Town, Mr Andy Lewis, a paratriathlete who was aiming to complete at the 2016 Rio Paralympics, to assist the Mayor with turning on the Town's Christmas Lights. Unanimous.

**Action by – the CEO**

It was **proposed by Cllr Harris, seconded by Cllr Pearman**, that the Council would accept the quotation of £150 (plus engineer's time) for the provision of a PA facility at the event. It was unanimously agreed by Members that the Council would be required to hire a modular stage for the event and Cllr Biddle kindly agreed to provide details of local suppliers. Attention was drawn to the need to set a finish time for the hire of the PA system and **Cllr Harris proposed** that this would be set at 8.30 pm.

**Action by – Cllr Biddle**

### 13. CYCLE PATH

#### Lydney Revolutions

Nothing to report; work, however, re. funding bids etc ongoing.

#### Parkend to Lydney Cycle Partnership Board

No report given due to Cllr Greenwood's absence

### 14. LYDNEY HARBOUR

Item deferred due to Cllr Greenwood's absence.

### 15. EDUCATION/LYDNEY YOUTH COUNCIL

#### Education

Nothing to report



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## Lydney Youth Council

Members were provided with copies of an e-mail exchange between the CEO and an Officer at Forest of Dean District Council following the announcement by one of the Trustees of the Lydney Vibe Café that the facility may close. The e-mails also concerned a query as to whether funding could be obtained from the Forest Youth Activities Fund to assist with the possible formation of a new youth facility/investigation into failure to complete project monitoring form in respect of funding for a Skate Jam in 2013 which was run by a/another organisation, independently of Lydney Town Council.

The CEO provided an overview of her discussions with Trustees of the Vibe Café to date and Members noted that should they wish to facilitate a new youth facility in the same venue the Council would be required to negotiate with the owner of the building. Responding to a question which was raised by Cllr Openshaw, the CEO advised that a number of the Trustees felt that there was still a need for a youth facility in the Town and the CEO suggested that if Members wished to explore the idea of providing a youth facility further they may wish to consider the types of services which could also be provided (e.g. an entrepreneurial facility for young people, provision of a safe haven, etc). It was noted that the Trustees of the Vibe Café had already given notice on the building and it was felt that there would be no obligation on the Council, should it wish to explore youth provisions, to employ the existing members of staff.

After a short discussion it was **proposed by Cllr Preest** that the Council would form a Working Party consisting of three Councillors in order to consider if there was any feasibility in the Council forming a youth facility in the Town, either within the existing Vibe Café venue or elsewhere, with the findings of the Group considered at the September/October Full Council meeting. **Seconded by Cllr Harris.** Unanimous.

Cllrs Harris, Rudge and Openshaw volunteered to form the Working Party.

**Action by – Cllrs Harris, Rudge and Openshaw**

Cllr Biddle, a Trustee of the Vibe Café, advised the cost of undertaking a feasibility study 15 years prior (£4,000) and advised that the Trustees were required to provide The Charity Commission with three months' notice of the closure of the Charitable Trust which operated the facility. Cllr Preest agreed to provide members of the Working Party with contact information for County Cllr Paul McLain who may be able to provide assistance.

It was **proposed by Cllr Harris, seconded by Cllr Pearman**, that the CEO would investigate the issue regarding freehold/leasehold options for the Vibe Café building. Unanimous.

**Action by – the CEO**

## 16. FORMAL CORRESPONDENCE RECEIVED

- E-mail from West Dean Parish Council re Five Acres site.
- E-mail from Ms Alison Robinson, CEO, Gloucestershire Association of Parish and Town Councils, inviting the Council to a meeting with the Police and Crime Commission, Mr Martin Surl at the Police Headquarters, Quedgeley, Gloucester on 9 September 2015 from 6.00 pm to 8.00 pm. **Cllrs Berryman and Pearman to attend the meeting on behalf of the Council.**

## 17. COMMITTEE AND OTHER REPORTS

### Burial Committee

Members noted that the draft minutes of the May meeting were available from the Town Council's website/hard copy in Public Minute Books.

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### Planning Committee

Members noted that the draft minutes of the June meeting were available from the Town Council's website/hard copy in Public Minute Books.

### Amenities Committee

Members noted that the draft minutes of the June meeting were available from the Town Council's website/hard copy in Public Minute Books.

### Finance & Scrutiny Committee

Members noted that the draft minutes of the June meeting were available from the Town Council's website/hard copy in Public Minute Books.

### Personnel Committee

Members noted that the minutes of the June meeting were available from the Town Council's website/hard copy in Public Minute Books.

### NDP Steering Group

Members noted that the minutes of the June meeting were available from the NDP website. A hard copy could be provided to Members/the public upon request.

### Community Safety Partnership

Whilst the minutes of the meeting were not released publically by Forest of Dean District Council, Cllr Ives gave an overview of the meeting which he had recently attended which had focused on domestic and social abuse. It was noted that a project was currently being embarked on which was focused towards educating young people to be alert for signs when a relationship was becoming abusive.

### Chartered Parishes Group

Cllr Ives advised that no further meeting had taken place.

### Forest of Dean Citizen's Advice Bureau (CAB)

Following a meeting with Officers from the CAB, Cllr Pugh advised that the majority of the funding for the organisation was obtained from Forest of Dean District Council, with significant funding also obtained from Gloucestershire County Council, Coleford Town Council, Zurich Community Fund and Gloucestershire Community Foundation. It was noted that whilst Lydney Town Council provided a minor level of funding to the organisation, it was nevertheless gratefully received.

## 18. DISTRICT COUNCILLORS REPORT

Prior to the meeting Members were provided with a copy of the report collated by District Cllr Simpson. Noted. (Appendix B).

Referencing the public exhibition which he had attended at the Town Hall concerning a proposed housing development at Holms Farm, the CEO agreed to review the Council's historical records to ascertain if any discussion could be found on previous proposals for the site which may then be viewed by District Cllr Simpson.



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19. **COUNTY COUNCILLOR REPORT**

Prior to the meeting Members were provided with a copy of County Cllr Preest's report. Noted. (Appendix C).

County Cllr Preest expressed delight that double yellow lines had at last been installed sections of Bream Road and Primrose Hill.

Members were also informed that County Cllr Preest and Cllr Pearman had met with Transport Officers from Gloucestershire County Council recently and he was pleased to advise that, following a review by Network Rail, the expansion of the car park at the Railway Station would proceed. It was stressed that a number of issues could now be resolved (e.g. operational, planning and tenant related).

County Cllr Preest spoke on a proposal which was due to be considered at the County Council's Scrutiny Committee meeting on 15 July that the majority of Forest of Dean Councillors be invited to join a Working Group to assess the impact of access routes/development in the Forest of Dean.

Whilst County Cllr Preest advised that he had contacted Mrs S Pangbourne, Forest of Dean District Council to discuss the Newerne Street Car Park, it was noted that no response had been received from the Officer. County Cllr Preest also advised that the Town Council's Executive Officer was formulating a map to identify which organisation cut grassed areas in the Town.

County Cllr Preest was requested by the CEO to pursue the relocation of the vehicle activated sign currently sited on Highfield Road to Bream Road per previous Planning and Highway Committee Resolution.

20. **COUNCILLORS REPORT**

Cllr Pearman advised that a public consultation period in respect of the Neighbourhood Development Plan (NDP) was currently operational and it was hoped that the NDP would proceed to Examination shortly after the conclusion of the consultation period. It was anticipated that the Referendum on the NDP would be conducted by the end of the year.

Cllr Pearman reported that he had attended the public exhibition concerning Holms Farm and noted that access appeared to be a problem for the site, based on the proposals which had been tabled at the meeting.

Cllr Pearman spoke on the positive meeting which had taken place between himself, County Cllr Preest and Officers from Gloucestershire County Council. It was noted the LTP3 was in consultation stage at present and would be considered by the County Council's Full Council in 2016, however, Cllr Pearman stressed that it would be necessary to "bid" for funding for any project which had been identified for the Town.

Cllr Pugh advised that he had attended a recent meeting of the Forest Health Forum which had included a presentation on the 999 response locally. It was noted that Lydney possessed two ambulances and one rapid response vehicle, with an "out of hours" service provided by the Fire Service. Cllr Pugh reported that the current provision was only just meeting the needs of the Town and that rehearsals for major incidents were held. Responding to a question raised, Cllr Pugh advised that whilst the aforementioned provision mainly covered the Lydney area, the vehicles would attend other areas, as needed.

# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2015/07/13 – 39

Cllr Biddle expressed disappointment that there was insufficient water in the Docks for the recent event and it was noted that the lack of water was due to problems with the Harbour gates.

Cllr Biddle advised that the local Walkers are Welcome Group had decided not to progress the scheme further at this time. Members were advised that the Group would be meeting on 4 August 2015 at 2.00 pm in order to consider provision of additional signage, the purchase of which would be funded by the Group.

21. **PRESS RELEASE**

Nothing to report

22. **MEETING DATES**

As per the meeting schedule (unless cancelled/postponed due to insufficient business by the relevant Chairman).

Members were informed that it would be necessary to amend the date of the following meetings from 25 January 2016 to 18 January 2016:-

- Burial Committee
- Bathurst Park and Recreation Trust
- Lydney Recreation Trust

Meeting closed at 8.43 pm

Chairman ..... 

Date ..... 