

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2015/12/07 – 78

MINUTES OF THE TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 7 December 2015 at 7.00 pm.

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

PC P Hopkins, Gloucestershire Police – Agenda Item 4 only
Three members of the public
District Cllr Bevan
District Cllr Simpson
Mrs J Smailes – Chief Executive Officer (CEO)
Miss C Wheeler – Executive Officer (EO)

Members were informed that the joint presentation by officers from the Forest of Dean District Council and the Environment Agency had been postponed until the January meeting. It was noted that the next Lydney Stakeholder Flood Defence meeting would take place on 10 December 2015.

1. **APOLOGIES**

No apologies for absence were received.

Members noted that there had been no call for a By-election in respect of the Councillor vacancy for the Lydney East. Accordingly, the current casual vacancy would now be advertised with applications for co-option considered at an Extra Ordinary Full Council meeting to be convened on 18 January 2016 at 7.00 pm (prior to the start of the Trust meetings).

2. **DECLARATIONS OF INTEREST**

Cllr S Rudge – Agenda Item 9 – Financial Matters and Agenda Item 12 – Remembrance Parade

Cllr D Biddle – Agenda Item 10 – Town and Events Committee/Amenities Committee Amalgamation – Summer/Christmas Event - 2016

3. **MINUTES OF PREVIOUS MEETING**

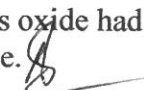
Approval of the minutes of the Town Council meeting held on 9 November 2015 was **proposed by Cllr Ives, seconded by Cllr Legg**. Vote carried.

4. **POLICE MATTERS**

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

Cllr Berryman welcomed PC Hopkins to the meeting.

PC Hopkins surmised that a reduction in the number of damage to vehicles/non-dwellings may be experienced following the relocation of an individual to Gloucester. Furthermore, that issues previously raised by District Cllr Simpson had now been addressed by one of PC Hopkins's colleagues, however, he gave a commitment to follow up on the issue.

Cllr Pugh reported that a number of capsules of nitrous oxide had been discovered close to Kimberley Drive which had been reported to the Police. 

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There being no further questions PC Hopkins excused himself from the meeting.

5. OPEN FORUM

Mr J Bevan, Highfield Lane, Lydney – Regarding Agenda Item 9 – 2016/17 Budget. Mr Bevan referenced a lobbying letter which he had sent to all Lydney Town Councillors and expressed a desire for them to take action to achieve a substantial reduction in the proposed Budget to that of the level prior to the early retirement of the former Clerk on ill health grounds. Whilst Mr Bevan acknowledged that he had been a former Town Councillor he felt that the Council now possessed a sufficient level of General Reserves which could be utilised to achieve a substantial reduction in the proposed Budget for 2016/2017. Mr Bevan then excused himself from the meeting.

Mr Shaw, Primrose Hill – Agenda Item 20 – Formal Correspondence. Referencing a letter which he had sent on behalf of the residents of Primrose Hill, Mr Shaw advised that residents were not happy with previous decision taken by the Council; that no work had since been undertaken at the site (apart from repairing the area); highlighted that Wild Boar were still encroaching on the site. Mr Shaw questioned how the Council was working with Local Authorities; if it possessed a strategy for dealing with the animals; if it possessed a budget for such matters. Cllr Pearman reminded Mr Shaw that the Council had previously committed to working with Forest of Dean District Council and the Forestry Commission; that Forest of Dean District Council would hold a meeting on 7 January 2016 with the Forestry Commission to receive an update; recommended that Mr Shaw liaise with District Cllr Preest regarding the meeting.

6. COMMUNICATIONS BY THE MAYOR

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

- A meeting of the four Forest Mayors
- Gloucester Cathedral event
- Christmas Lights Switch On – Lydney and Ross on Wye

Due to a number of inaccurate comments brought to the attention of the Mayor, Cllr Berryman clarified that the Council's CEO salary was not £50,000 per annum, nor was she seeking alternative employment. Cllr Berryman stated that if such salary levels were paid by the Town Council to its Officers it would need to publish them accordingly in accordance with the Local Government Transparency Code.

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:-

- Members were provided with a copy of the revised Sandbag Telephone Tree and revised In House Audit Timetable for their retention in order that they may familiarise themselves with the documents. It was noted that it would be necessary to amend the Sandbag Telephone Tree to reflect Cllr Rudge's new mobile number.
- Members were provided with copies of Legal Topic notices relating to Byelaws and Control of Dogs (November 2015) and were asked to review same.



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- Members were informed that Cllr Pugh had agreed to act as a cheque signatory and Cllr Pugh gave a commitment to report to the Council's office to complete any necessary documentation.
- Members were informed that the Council had received a copy of the Station Plan for Lydney and were requested to inform the Executive Officer if they wished to be provided with a personal copy.
- Members were informed that issues continued to be experienced with the Christmas features and the matter was currently being addressed by a local contractor. It was noted that all timing clocks for Christmas features would be set to activate at 4.30 pm and Members were reminded that Delegated Powers had been bestowed on the CEO to address any issues with the features up to the value of £500.00. Due to the number of issues which had been experienced (including issues with the Christmas Cone) it was hoped that the cost of the work would not exceed the specified amount.

8. HEALTH AND SAFETY

Members were asked to consider placing their current Defibrillator (Defib) outside the Council Office in a purpose built, lockable cabinet. Cllr Beddis explained to Members the benefit which could be afforded to the local community if the unit was sited in such a cabinet; highlighted the response time for an ambulance and stressed that no vandalism had yet to be experienced to the Defib and cabinet which had been sited outside the Co-operative building in the centre of Town. Accordingly, **Cllr Beddis proposed** that the Council purchase a suitable purpose built, lockable cabinet to facilitate the placement of the Defib on an outside wall of the Council building. It was felt that such a unit may cost between £500-700 plus VAT.

During discussion it was noted that whilst the cabinet would be locked, members of the public could access the code through dialling 999. The CEO also advised the need to ensure that an electricity supply was provided for the purchased cabinet as most units contained a small heating unit. After a short further discussion **Cllr Greenwood agreed to second** Cllr Beddis's motion. Unanimous.

Action by – the CEO

Members were then asked to consider if they wished to consider purchasing another Defib unit and cabinet in order that it may be donated to the Bathurst Park and Recreation Trust and used in Bathurst Park.

During discussion it was felt that the cost of a Defib unit and cabinet would amount to £2,000. Whilst concern was expressed about the possibility of the unit experiencing vandalism in the Park, it was felt that a suitable "vandal-proof" cabinet could be purchased. Furthermore, it was felt that consideration would need to be given to where the unit was sited in order that maximum benefit could be provided. It was **proposed by Cllr Beddis, seconded by Cllr Ives**, that the Council would provide a Defib unit and Cabinet in order that they may be donated to the Bathurst Park and Recreation Trust for use in Bathurst Park. Unanimous.

Action by – the CEO

Cllr Preest suggested that an article be included in the Spring Newsletter to advertise the locations of Defibs available in the Town, together with details concerning how they may be accessed. *AB*

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9. FINANCIAL MATTERS

FINANCIAL STATEMENT -

DECEMBER 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
			319,058.41

RECEIPTS

Receipts APRIL	241,940.18		includes Precept 1 of 2
Receipts MAY	8,309.38		
Receipts JUNE	2,500.12		
Receipts JULY	9,029.69		
Receipts AUGUST	1,398.52		
Receipts SEPTEMBER	252,670.30		includes Precept 2 of 2
Receipts OCTOBER	11,910.99		
Receipts NOVEMBER	8,233.55		See attached
Receipts DECEMBER	-		
Receipts JANUARY	-		
Receipts FEBRUARY	-		
Receipts MARCH	-		
NDP: Income banked to NDP current a/c	2,700.00		No recent transactions
CED: Income banked to CED current a/c	7,500.00		£2,500 from LTC 16.11.15
Lydney In Bloom: Income banked to LIB current a/c	1,955.70		No recent transactions
Youth Council: Income banked to YC current a/c	0.00		No transactions in 2015/16 to date
Total Receipts YTD		548,148.43	

PAYMENTS

Payments APRIL	9,575.10		
Payments MAY	86,843.19		
Payments JUNE	35,413.57		
Payments JULY	36,437.84		
Payments AUGUST	47,123.79		
Payments SEPTEMBER	29,055.65		
Payments OCTOBER	68,630.08		
Payments NOVEMBER	38,675.67		
Payments DECEMBER	34,193.41		Detailed below
Payments JANUARY	-		
Payments FEBRUARY	-		
Payments MARCH	-		
Payments PRIOR TO YEAR END	-		
NDP: Cheque Payments to date from NDP a/c	5,051.73		No recent transactions
CED: Cheque Payments to date from CED a/c	0.00		No recent transactions
Lydney In Bloom: Cheque Payments to date from LIB a/c	973.20		No recent transactions
Youth Council: Cheque Payments to date from Youth Council a/c	0.00		No transactions in 2015/16 to date
Total Payments YTD		391,973.23	
		475,233.61	

Reconciled Bank Statements as at end

NOVEMBER

Bank statements attached

LLOYDS BANK - Current account		198,601.83	
LLOYDS BANK - NDP - current		7,278.08	No recent transactions
LLOYDS BANK - CED - current		7,500.00	£2,500 from LTC 16.11.15
LLOYDS BANK - Lydney In Bloom - current		1,076.60	No recent transactions
LLOYDS BANK - Youth Council - current		885.96	No transactions in 2015/16 to date
LLOYDS BANK - LGPS - current		10.00	No recent transactions
LLOYDS BANK - Earmarked Reserves:			
S106	29,191.50		

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Lydney War Memorial	1,347.00		
Play Areas (General)	8,000.00		£9,460 > roundabout removal (£8k Gen & £1,460 PH)
Play Areas (Primrose Hill)	3,000.00		£5k to be repaid once 2016/17 precept received
Cemetery	13,842.14		
Cemetery: Memorial Testing	5,000.00		
Cemetery: Additional Burial Space	5,000.00		
Election Costs	7,500.00		
Walkers Are Welcome Signage	1,760.00		£240 transferred to Current a/c Nov-15
Machinery	6,000.00		
Town Events	10,000.00		
NDP Earmarked	4,296.62		
LGPS Provision	5,000.00	99,937.26	
LLOYDS BANK - General Reserve		159,943.88	259,881.14
Bank Balances as at: 30-Nov-15			475,233.61 0.00 check

DECEMBER PAYMENTS

			Cha. No	Description/Spending Power:
<u>Payments made by Direct Debit/Standing Order</u>				
Konica Minolta	13.11.15	187.36	Qtrly DD	Photocopier
ATOS Fuel Genie	13.11.15	288.67	Mthly DD	Fuel
Cablestream Ltd	20.11.15	136.86	Mthly DD	Telephone
FoDDC Business Rates	23.11.15	62.00	Mthly DD	Cemetery
BNP Paribas (V0011523)	23.11.15	78.00	Qtrly DD	Establishment Charges
Forest Equipment Services	26.11.15	760.81	Mthly STO	Litterpicking
Forest Equipment Services: Cemetery	26.11.15	80.10	Mthly STO	Cemetery
Dean Truck Repairs	30.11.15	234.00	Mthly STO	Van lease
Interim Payments: Sub total		<u>1,827.80</u>		
<u>Interim Payments made in advance of meeting:</u>				
To CED bank account		2,500.00	Transfer	LTC Match Funding
Interim Payments: Sub total		<u>2,500.00</u>		

Payments for approval at meeting held on:

7th December 2015

Corporate: Payroll	12,803.99	BACS	Monthly	December
Corporate: HMRC	3,352.55	BACS	Monthly	December
Corporate: Glos LGPS	4,855.02	BACS	Monthly	December
Cash ~ to purchase food for Lydney Food Bank	50.00	8104	Annual	Civic Expenses
Window Competition ~ 1st	50.00	8105	Annual	Civic Expenses
Window Competition ~ 2nd	30.00	8106	Annual	Civic Expenses
Window Competition ~ 3rd	20.00	8107	Annual	Civic Expenses
Travel Expenses	31.32	8108	Ad hoc	Training
Travel Expenses	23.72	8109	Ad hoc	Training
Arnell & Hurcombe (Bronzeworks)	278.10	8110	Ad hoc	Cemetery
Designer Signs	69.60	8111	Ad hoc	Allotments
FoD & WV Review	97.20	8112	Annual	Christmas
Grant Thornton	1,560.00	8113	Annual	Audit
Alan Griffiths Transport Ltd	424.80	8114	Ad hoc	Allotments
David Kear Opticians	115.00	8115	Ad hoc	Corporate
P Hurcomb Carpentry	275.00	8116	Ad hoc	Noticeboards
Light Fantastic	106.06	8117	Monthly	Christmas, Floral & Allotments
Lydney Engineering Co Ltd	76.20	8118	Monthly	Establishment Charges
Lydney Music	150.00	8119	Annual	Christmas
Lydney Town Hall Trust	33.00	8120	Annual	Meeting Costs
Lyndon Creswick Heating & Plumbing Ltd	54.00	8121	Ad hoc	Building Maintenance
MDR Theatre Services	212.18	8122	Annual	Christmas
Office Star	307.88	8123	Monthly	Stationery
Royal British Legion Poppy Appeal	25.00	8124	Annual	S137
Tate Computer Technology	90.00	8125	Ad hoc	IT Equipment
Travis Perkins	205.92	8126	Monthly	Allotments, Play Equip, Contingency
Travis Perkins Hire	152.32	8127	Annual	Christmas
TrunkArb Tree Surgery Ltd	344.98	8128	Ad hoc	Trees
Whitehouse Press	573.00	8129	Quarterly	2014/15 B'fwd & Newsletters
Wildin & Co	900.00	8130	Bi-annual	Audit
WPS Insurance	27.38	8131	Annual	Christmas
Petty Cash	81.39	8132	Monthly	Est Chgs, Mgt Costs, Tph, Stat, Chmas

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Playsafety Ltd	1,458.00	8133	Ad hoc	Training
Travel Expenses	257.40	8134	Ad hoc	Training
Postage by Phone - Pitney Bowes	359.60	8135	Quarterly	Establishment Charges & Meeting Costs
Royal British Legion - Lydney branch	400.00	8136	Annual	Civic Expenses
GAPTC	15.00	8137	Ad hoc	Training
Payments for approval: Sub total	29,865.61			
TOTAL PAYMENTS DECEMBER	34,193.41			

NEIGHBOURHOOD DEVELOPMENT PLAN:

No recent transactions

COMMUNITY ECONOMIC DEVELOPMENT:

No recent transactions

LYDNEY IN BLOOM:

No recent transactions

YOUTH COUNCIL:

No transactions in 2015/16 to date

A list of unpresented Cheques (For Information only)

APSE	40.00	8078
Arkell & Hurcombe (Bronzeworks)	90.00	8079
Living Wage Foundation/Centre for Civil Society Ltd	120.00	8089
Viatec UK Ltd	423.60	8098
Total	673.60	

Monthly Financial Statement

Members' attention was drawn to the 2015-2016 Budget Statement which was appended to the Financial Statement and they were reminded of the advice previously issued by the Gloucestershire Association of Parish and Town Councils, namely that Council's should hold 3-9 months expenditure in their General Reserves to cover late payment of the Precept by their Principle Authority. It was noted that the Town Council's General Reserves currently stood at approximately four months expenditure and that Earmarked Reserves were not the same as General Reserves and were exempt from such limit. Cllr Pearman spoke against the Council reverting to its previous accounting practices of trading in deficit and with below the recommended level of General Reserves. Cllr Preest called for a Point of Order as he felt that the member of the public was within their right to submit a letter to each Councillor, however, this called for nothing more than a neutral response to be given.

Receipt of the monthly payment schedule (Month 9) was **proposed by Cllr Harris, seconded by Cllr Ives**. Unanimous.


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

Attention was also drawn to the virements which had been undertaken since the last meeting, shown below:

<u>Amount</u>	<u>From</u>	<u>To</u>
£200	Allotments	Dog Bins
£350	Allotments	Grit Bins

The above virements were duly noted.

S137 Expenditure

Members were asked to consider/approve the S137 expenditure in respect of the 2015 Remembrance Wreath (cost £25.00). Approval was **proposed by Cllr Pugh, seconded by Cllr Greenwood**. Unanimous. 

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Cllr Berryman took the opportunity to remind all Members that each Committee of the Council had approved its budget unanimously. Accordingly, the 2016-2017 proposed budget was an amalgamation of said approved budgets.


2016/17 Budget

Members were provided with a copy of the collated budget for their approval. The CEO advised that she had received a copy of the letter sent to all Councillors by Mr Bevan from a Councillor who wanted to query the figures he had quoted in the letter. Members were provided with copies of documents which rebutted the statements made in Mr Bevan's letter. The CEO reiterated the system deployed by the Council when considering its budget (Policy Budget Precept); reminded members that the Council's overall budget was an amalgamation of all the approved Committee budgets less a percentage of probable income/known income and a sum from General Reserves used to off-set the Precept Demand totalling £44,742; that the overall budget had been considered by the Finance & Scrutiny Committee and approved, who then submitted a recommendation to Full Council regarding the Precept. The CEO highlighted that the final Tax Base figures had not been available until the beginning of December, it was noted that the Billing Authority continued to deduct the Local Council Tax Support Grant (LCST) at source rather than pass the Grant to the Town Council for its financial determination on use, however, if the same formula was applied by the Billing Authority (Forest of Dean District Council) (as per the calculation sheet supplied by Forest of Dean District Council) it would equate to a 0.59% reduction on the 2016/17 demand. The Council would continue to refute the claim in such circumstances that the payment it received was anything other than the Precept sum demanded. Noted.

During discussion Cllr Pugh noted that Mr Bevan had been party to most of the historical decisions taken regarding the Council's Precept and he highlighted that it was for the Council to determine in future years if it wished to reduce its Precept without affecting its services. Cllr Preest commended the proposed budget to the Council and anticipated that Gloucestershire County Council and Forest of Dean District Council would have no option but to apply an increase to their Precept for 2016/2017.

On behalf of the Finance & Scrutiny Committee Cllr Pearman presented the recommended Precept for 2016/2017 of £491,048. Cllr Pearman stressed the need for Forest of Dean District Council to reflect the correct figures in any literature they produced and provide an explanation in their booklet regarding the LCTS Grant calculation which altered the tax base, as the cessation of the LCTS Grant in the future may otherwise result in a major percentage increase, based on how the information was currently displayed (currently Forest of Dean District Council published Precept figures which were net of the LCTS grant and not the Precept sum paid to Lydney Town Council). It was **proposed by Cllr Harris, seconded by Cllr Ives**, that the Precept figure for 2016/2017 of £491,048 be accepted. Unanimous.

Resolved: To approve the Precept figure for 2016/2017 of £491,048.

The CEO advised that legal advice had been sought regarding the Precept Demand Notice which had been provided by Forest of Dean District Council to each Town and Parish Council for completion which would incur a cost. Noted. It was also noted that the matter would be further discussed at a meeting with Officers of Forest of Dean District Council the following day as the Town Council had been informed by Hedley's Solicitors that the Billing Authority had no legal right to amend the Town Council's Precept demand and that the use of the LCTS Grant was a matter for each Parish and Town Council to decide as part of its Budget deliberations. 

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It was **proposed by Cllr Vaughan, seconded by Cllr Pugh**, that the CEO would be instructed to submit the Precept form to Forest of Dean District Council within the legal timeframe once the legality had been resolved. Unanimous.

It was noted that the Council's Budget was in the public domain.

10. **TOWN & EVENTS COMMITTEE/AMENITIES COMMITTEE AMALGAMATION**

It was **proposed by Cllr Berryman** that the Town & Events Committee would be amalgamated into the Amenities Committee. Unanimous.

Membership of Amenities Committee

Members were asked to consider membership nominations to the Amenities Committee. Cllr Biddle expressed a desire to step down from the Committee; Cllr Harris and Vaughan expressed an interest in joining said Committee. The aforementioned changes were duly **proposed by Cllr Beddis, seconded by Cllr Ives**. Unanimous.

Appointment of Committee Chairman

Members were asked to consider nominations for the position of Chairman of the Amenities Committee. **Cllr Christodoulides proposed** Cllr Beddis for the position, **seconded by Cllr Greenwood**. **Cllr Pearman proposed** Cllr Harris for the position, **seconded by Cllr Ives**. Both nominations were put to the vote and Cllr Beddis was duly elected to the position.

Appointment of Vice Chairman

Members were asked to consider nominations for the position of Vice Chairman of the Amenities Committee. **Cllr Vaughan proposed** Cllr Harris for the position, **seconded by Cllr Greenwood**. There being no other nominations the motion was put to the vote. Unanimous.

Cllr Beddis was informed that due to his appointment to Amenities Committee Chairman he would automatically become a member of the Personnel Committee. Noted.

It was noted that the Amenities Committee would be permitted to form a Working Party if they wished to discuss arrangements for the 2016 Christmas Lights Switch On, however, it was stressed that the Working Party did not possess any power to incur expenditure. Noted.

Summer/Christmas Event 2016

Cllr Biddle excused himself from the meeting at this point.

Speaking on behalf of the Committee, Cllr Beddis felt it unlikely that sufficient time remained to organise a summer event for the Town. Accordingly, he proposed that Council consider transferring the budget for the Summer 2016 event to an event to take place around Christmas 2016 in order to enhance the Christmas Lights Switch On.

During discussion it was felt that the Christmas event may allow for a parade, an ice rink, stalls etc and would be an attraction for the Town. Cllr Beddis advised that he had already approached local schools and a dance studio who had expressed an interest in taking part. It was **proposed by Cllr Harris, seconded by Cllr Vaughan**, that the Council would not organise a Summer event for 2016; instead it would transfer the budget for the event to a Christmas 2016 event. Vote carried.

Cllr Biddle returned to the chamber at this point.



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Members were provided with a copy of a spread sheet detailing quotations which had been obtained in respect of the Summer 2016 event for operational facilities (e.g. toilets, PA systems, insurance requirements, etc) and were requested to give consideration as to the operational requirements for the Christmas 2016 event.

11. LYDNEY EMERGENCY PLAN

Flood Resilience Plan

Members were provided with a copy of the Lydney Flood Resilience Plan which had been produced by the Flood Forum Organisation and were requested to notify the CEO of their comments on the document by 18 December 2015.

Attention was drawn to the need to engage the services of Pear Technology, at a cost of £75.00 plus VAT, to produce a map of the Town which incorporated the flood zone maps supplied by the Environment Agency. Approval for the expenditure was **proposed by Cllr Harris, seconded by Cllr Preest.** Unanimous.

Action by – the CEO

Members were advised that once the maps had been incorporated into the Lydney Flood Resilience Plan an Officer from the Environment Agency would present the document to Forest of Dean District Council and insist that it be added to Lydney Town Council's emergency plan documents.

Nuclear Incident Emergency Plan

Cllr Greenwood expressed concern that insufficient consideration had been given to what would happen if a nuclear incident occurred. Cllr Greenwood informed Members of the response given by Forest of Dean District Council's out of hours service when such a question was put to them.

In view of the above Cllr Greenwood volunteered to produce a supplementary document which may be included with the Town Council's Community Emergency Plan to cover such incidents, for future consideration by the Council.


Action by – Cllr Greenwood

12. REMEMBRANCE PARADE

Cllr Rudge excused himself from the meeting at this point.

Members were asked to consider how the Council wished to address future arrangements in respect to the Remembrance Parade/Church Service in Lydney.

Cllr Berryman believed that the Royal British Legion Lydney Branch possessed sufficient experience and blanket insurance to arrange and marshal the parade (i.e. "lead" the event), and expressed a belief that the Council should arrange the Church Service. However, Cllr Ives spoke against the suggestion as he believed that sufficient expertise existed within the Council to organise the event. Cllr Pearman spoke in favour of working in partnership with the Royal British Legion Lydney Branch in order to ensure that each organisation was fully aware of the responsibilities of their role.

During discussion it was noted that this year the Royal British Legion Lydney Branch had arranged for the parade to commence at the Hams Road car park which had proved to work well. As agreement could not be reached regarding who should be responsible for "leading" the event it was **proposed by Cllr Preest** that the Mayor and Deputy Mayor would raise the issue with Officers from the Royal British Legion Lydney Branch, with their response 

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considered at the January meeting. Furthermore, that points b, c and d as shown on the agenda would be adopted, these being:

- b) That the Mayor/Deputy Mayor would be appointed as the Council's representatives to the Royal British Legion and would be responsible for attending meetings to arrange the parade/church service, with a report being made to Full Council.
- c) That the Council would be willing to continue to meet the cost of producing the Order of Service up to end 2018 (cost approximately £250 per annum).
- d) That the Council would enter into a further four year agreement with the Royal British Legion Lydney Branch in respect of payment of the Marching Band and would agree such a donation sum set for 2015-2018 (however, if Lydney Town Council became the "lead" for the event then the Council would cover the cost of the Marching Band direct, negating this point).

Responding to a question raised by Cllr Pearman the CEO advised that previously the Council had agreed to provide a donation of £350 to the Royal British Legion Lydney Branch in respect of the Marching Band. **Cllr Pearman proposed an amendment** to Cllr Preest's motion that the Council needed to support the event financially. **Cllr Preest** did not voice any objection to Cllr Pearman's proposal and duly **amended his motion as follows:**

That the Mayor and Deputy Mayor would raise the issue with Officers from the Royal British Legion Lydney Branch, with their response considered at the January meeting. Furthermore, that points b, c and d as shown on the agenda would be adopted, this being:

- b) That the Mayor/Deputy Mayor would be appointed as the Council's representatives to the Royal British Legion and would be responsible for attending meetings to arrange the parade/church service, with a report being made to Full Council.*
- c) That the Council would be willing to continue to meet the cost of producing the Order of Service up to end 2018 (cost approximately £250 per annum).*
- d) That the Council would enter into a further four year agreement with the Royal British Legion Lydney Branch in respect of payment of the Marching Band and that a donation of **£400** per annum would be set for 2015-2018 (however, if Lydney Town Council became the "lead" for the event then the Council would cover the cost of the Marching Band direct, negating this point).*

The above motion was **seconded by Cllr Harris**. Unanimous.

Action by – Cllrs Berryman and Pearman

Cllr Rudge returned to the chamber at this point.

13. LAND EAST OF LYDNEY

Cllr Pearman advised that Gloucestershire County Council was seeking the agricultural value for approximately six acres of marsh land east of Lydney. Cllr Pearman highlighted that a covenant would be placed on the land which prohibited building on the site. Accordingly, it was felt that the Council would "keep a watching brief" on the land. *R*

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

Cllr Preest advised that no progress had been made on the document for Lydney. However, Cllr Preest stated that the first meeting of the cross party working group involved in the review of the Planning system (including renewable energy) at Forest of Dean District Council had held their first meeting; that a further meeting would take place in January which would not be attended by Officers; that a three-day peer process review would be conducted in March 2016. Accordingly, Members were asked to submit their comments on the Planning process in order that they may be considered at the January Planning and Highway Committee and amalgamated into the Council's considered opinion.

15. **CYCLE PATH**

Lydney Revolutions

Cllr Street advised that he had attended a recent presentation regarding Phase 2 of the development at Oakdale and noted that a cycle route had been included in the proposals.

Parkend to Lydney Cycle Partnership Board

Cllr Greenwood advised that he had been requested to attend a meeting of a local cycle club to explain what progress had been made. It was **proposed by Cllr Berryman** that approval would be given for Cllr Greenwood to attend the meeting on behalf of the Council.
Unanimous.

Action by – Cllr Greenwood

15 b) **PROPOSED CYCLE PATH – Custodial (Lydney Recreation Trust)**


Prior to the meeting Trustees were provided with a copy of a letter which had been received from Amey regarding the placement of a cycleway on sections of the Trust's land and Trustees were asked to consider how this would affect the "fun run" route.

Trustee Street advised that he had ascertained from Mr B Watkins, Gloucestershire County Council that the cycleway would maintained by the County Council provided it was adopted by same. Furthermore, Trustee Street advised that he and Trustee Pearman had met with a representative from Lydney Town AFC to discuss the proposal who had not objected in principle. However, the representative had expressed concern over plans to direct the cycle route in front of the clubhouse, preferring instead that it was directed to the rear of the building, but this would involve discussions with Lydney Park Estate as a section of the land was in their ownership.

16. **THE TACK**

Prior to the meeting Members were provided with a copy of the quotations which had been obtained concerning the purchase and installation of infrastructure required for a permissive path (e.g. kissing gates, signage, etc) which amounted to a total price of £3,346.25.

Cllr Street advised that the Council held a grant amounting to £1,760.00 in respect of signage etc for The Tack which could be utilised towards the cost of the infrastructure, the remaining cost would then be equally divided between Lydney Park Estate and Lydney Town Council (a cost of £793.13 each). Members were advised by the CEO that confirmation was awaited from Lydney Park Estate over which organisation would place orders for the work. It was **proposed by Cllr Pugh, seconded by Cllr Rudge**, that the Council would approve a commitment of £793.13 for the work, subject to confirmation being received from Lydney Park Estate regarding which organisation would commission the work. Unanimous.

Action by – the CEO 

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17. **BREHAL TWINNING VISIT – 5 MAY 2016**

Cllr Biddle informed Members that the 25th anniversary of the Twinning of Lydney and Brehal would occur in 2016; that the Twinning Association wished to hold a short ceremony on 5 May 2016 to commemorate the occasion and sought permission to use the Town Crest on a commemorative plaque.

During discussion Cllr Biddle felt that the Twinning Association would not seek a donation from the Town Council towards the cost of the plaque/event. Accordingly, it was **proposed by Cllr Berryman** that the Council would consent to the use of the Town Crest on a commemorative plaque. Unanimous.

18. **EDUCATION/YOUTH SERVICES IN LYDNEY**

Cllr Berryman advised that the appointment of a Dean Academy liaison representative would be deferred until after the co-option of a new member.

Cllr Preest advised Members that he had recently attended a good meeting with various representatives at The Dean Academy during which the current issues facing the Academy were discussed. Cllr Preest stressed the need to look at the positive steps which had been taken by the Academy and urged all present to consider assisting the Academy with their current Governor vacancies.

During discussion concern was expressed over the tendency for school children to travel to other secondary schools outside of the town, however, the need to support The Dean Academy both now and in the future was stressed. Speaking in his capacity of County Cllr, Cllr Preest gave a commitment to keep the Town Council informed of the discussions of a Group which had been formed at Gloucestershire County Council to look at education within the Forest of Dean.

19. **LOCAL ACTION GROUP – FOREST SUB-GROUP & GFIRST**

It was **proposed by Cllr Berryman** that the appointment of an elected representative be deferred to the Lydney Neighbourhood Development Plan Steering Group. Cllr Pearman gave a commitment to raise the matter at the next Steering Group meeting and report back to the January Full Council meeting.

Action by – Cllr Pearman

20. **FORMAL CORRESPONDENCE RECEIVED**

- Mayor and the Municipality of Brehal – E-mail expressing thanks following the e-mailed condolence send on behalf of Lydney Town Council by Deputy Mayor, Cllr Pearman, (concerning the recent Paris Terrorist attacks).
- Gloucestershire Association of Parish and Town Councils – E-mail from Ms A Robinson, CEO, providing information on their approach to the County Devolution Proposal which has been submitted to National Government.
- County Cllr A Preest – E-mail enquiring as to whether Lydney Town Council would be willing to support the designation of the Forest of Dean as an Area of Outstanding Natural Beauty. It was **proposed by Cllr Street, seconded by Cllr Rudge**, that Lydney Town Council would support such designation. Unanimous.
- Turning Point – E-mail from Mr S Fadden, Gloucestershire Roads to Recovery Hub Manager, extending an invitation to all Councillors to attend Turning Point's Open Day on 17 December 2015.
- Consultation on changes to the way Domestic Abuse cases are dealt with in the South West Area – E-mail advising of the formation of a Working Group which has been formed to review options for improving the timeliness of domestic abuse prosecutions across the

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South West area.


- Gloucestershire Association of Parish and Town Councils (GAPTC) – E-mail from Ms A Robinson, CEO, advising of the result of the Motion tabled by Lydney Town Council at GAPTC’s Annual General Meeting concerning the vital need for greater understanding and positive relationships between the tiers of Local Government. GAPTC have also presented to Forest of Dean District Council’s Scrutiny committee the importance of communication across Local Government tiers.
- Royal British Legion Lydney Branch – Letter sent to Mr A Edwards, Branch Treasurer, confirming that the custodial responsibilities for the plaque have been transferred to said organisation in order that it may be placed on permanent display in the Legion’s facilities in Hill Street.
- Forest of Dean District Council – E-mail from Ms S Pangbourne, advising of the 2020 Vision Programme which aims for each of the participating Council’s to retain their independence and identity, but work together to share resources to maximise mutual benefit.
- Forest of Dean District Council – E-mail from Ms S Pangbourne, advising of the National Counter Terrorism Awareness Week, and communicating the key message from Police for people to be alert, not alarmed
- Gloucestershire County Council – Letter from the Transport Planning Team advising of the “Transport in Gloucestershire” consultation which will run from 20 November 2015 to 5 February 2016.
- Gloucestershire Association of Parish and Town Councils – E-mail from Ms S Godsall, Administrator advising of Resolution 13 (a) from the 3/11 NALC Policy Committee Section.
- Gloucester South Fire Station – E-mail from Mr R Lockyer, Station Manager, Local Risk Manager Gloucester & Forest providing a “risk calculation briefing”.
- Mr C Shaw – E-mail received questioning what measures the Council has in place to protect the Mesne and surrounding properties from the destructive activities made by Wild Boar. **It was unanimously agreed that the CEO would advise Mr Shaw to attend the meeting at Forest of Dean District Council on 7 January 2016 during which the Forestry Commission would be providing a presentation on the Wild Boar. Furthermore, Councillors believed that the Forestry Commission needed to take action on the issue.**
- Gloucestershire Clinical Commissioning Group – E-mail from Ms C Smith, Senior Manager Engagement & Inclusion, extending an invitation to Members to attend a forest of Dean Community Services Review which would be held at Forest of Dean District Council on 16 December 2015 at 6.00 pm.
- Forest of Dean District Council – E-mail from Ms T Tremlett, Community Engagement Manager, Environmental Services inviting Members to attend a meeting to discuss plans for a new anti-littering campaign aiming to tackle types of littering such as cigarettes butts and food packaging. Two meeting sessions will take place on 13 January 2016 held at 2.00 pm and 5.00 pm respectively. **Cllr Pugh to attend on behalf of the Council.**

21. COMMITTEE AND OTHER REPORTS

Amenities Committee

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

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Burial Committee

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

Planning Committee

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

Personnel Committee

Members noted that the approved minutes of the Extra Ordinary November meeting would be available from the Town Council's website/hard copy in Public Minute Books.

NDP Steering Group

Cllr Berryman offered his congratulations to the Steering Group on the news that the NDP could now proceed to Referendum. Cllr Pearman advised that an article would shortly be appearing in the local press regarding the news that the Plan may proceed to Referendum, which would be the first in Gloucestershire.

Community Safety Partnership

Cllr Ives advised that funding of up to £2,500 was available for projects which enhanced the safety of the community and he offered to investigate if an application could be submitted in respect of the purchase of a cabinet for a Defib unit. An increase in the crime figures for Lydney East had been noted and would be targeted by the Police. Cllr Ives also reported that a film had been shown in Lydney Town Hall on 23 November 2015 which had been designed to raise awareness of the signs when a relationship was starting to deteriorate.

Cllr Ives was requested to clarify if Lydney Town Council would be liable for a contribution towards the cost of an investigation, should a domestic homicide be experienced in the Parish.

Action by – Cllr Ives

Chartered Parishes Group

Cllr Ives advised that the next meeting of the Chartered Parishes Group would take place on shortly and he looked forward to providing a report at the January Full Council meeting.

Forest of Dean Health Forum

Cllr Pugh that a meeting of the Forum took place on 1 December 2015 and proceeded to provide a précis of the meeting to Members which included the following matters:

- Clinics in the Forest of Dean were now working collaboratively in order to improve their service.
- The Electronic Patient Record System would shortly arrive in Gloucestershire.
- The Forum had received a financial donation from West Dean Parish Council.
- Difficulties had been experienced when attempting to link professional and voluntary services.
- Increased hospital stays were being experienced by elderly patients due to a lack of care facilities at home.

22. DISTRICT COUNCILLORS REPORT

No report was received.

23. COUNTY COUNCILLOR REPORT

No report was received.



Actions from Full Council meeting on 9 November 2015

Agenda Item	Action
8.	CEO to arrange for Cllr Openshaw to be removed as a cheque signatory from the Council's bank accounts and for an additional cheque signatory to be added to the Council's accounts. <i>Pending Cllr confirmation.</i>
9.	Cllrs Preest and Pearman to ascertain from Gloucestershire County Council if the restrictive covenant would apply to all prospective purchasers and if the Authority would be willing to transfer the land to the Town Council as a Community Asset. <i>Update: Cllrs Preest/Pearman - December Agenda item</i>
12.	Cllr Pearman to provide an update on the situation at The Dean Academy – <i>Verbal update Cllr Pearman</i>
14.	CEO to arrange for the War Week Plaque to be collected by the Royal British Legion. <i>Done. Custodial Responsibility transferred to RBL</i>
15.	<ul style="list-style-type: none">• CEO to refer Forest of Kindness to the Town Council's Grant Application procedure. <i>Done</i>
19.	<ul style="list-style-type: none">• CEO to inform the Police of the parking issues experienced in Orchard Road/Tutnalls Street, Lydney Bus Station and in the vicinity of 19 Highfield Road. <i>Done.</i>