

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/06/10 – 16

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 10 June 2019 at 7.00 pm.

PRESENT: Cllrs B Pearman (Chairman), L Arnold, Z Arnold, J Carr, J Greenwood, A Harley, C Harris, R Holmes, R Kemsley, W Leach and A Preest

One member of the Public
District Cllr M Topping
Mrs J Smailes – Chief Executive Officer (CEO)
Miss C Wheeler – Executive Officer (EO)

Cllr Pearman 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.

No presentation was made to the Mayor's Cadet due to their absence.

1. **APOLOGIES**
Apologies for absence were received and noted from Cllrs Ives, Legge, Tremlett and Vaughan.
2. **DECLARATIONS OF INTEREST**
None.
3. **MINUTES OF PREVIOUS MEETING**
Approval of the minutes of the Annual Town Council meeting held on 13 May 2019 were **proposed by Cllr Harris, seconded by Cllr Carr**. Unanimous.
4. **POLICE MATTERS**
Cllr Pearman advised that PS Nick Rogers was not able to attend the meeting due to personal reasons.

Whilst Members noted that PS Rogers had provided the Council with crime statistics it was noted that the difficulties had been experienced with its legibility which the CEO was asked to bring to the attention of PS Rogers.

Attention then turned to the Newerne Street Car Park which was the responsibility of Forest of Dean District Council. Members were informed that the Planning and Highway Committee had instructed the CEO to contact Forest of Dean District Council to request a further meeting between their Officers, Police Officers and representatives from Lydney Town Council. Cllr Z Arnold advised that further problems had been experienced in the car park including the burning of a paper recycling unit. Cllr Preest advised that over the weekend Lydney Cricket Club had been broken into and an attempt had been made to break into Lydney Football Club. Cllr L Arnold reported that thefts had been experienced from boats at Lydney Harbour and he mooted that pressure should be placed on the Environment Agency as no one knew where the CCTV for the site was.

5. **YOUTH FORUM**
Cllr Z Arnold drew Members attention to a copy of his written report which had been tabled for consideration at the meeting; Cllr Z Arnold had met with 8 young people and 1 adult since the last meeting. It was noted that the adult had informed Cllr Z Arnold that

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they had contacted all of his fellow Town Councillors, however, Cllr Z Arnold was the only one to respond. Councillors expressed concern over this statement as they had not been contacted and Cllr Z Arnold gave a commitment to raise this point with the adult. All Councillors were advised that all contact should be made via the Town Council Office and Cllr Z Arnold was requested to inform the adult of this requirement.

Action by- Cllr Z Arnold

Attention was then drawn to the list of actions which had been suggested by Cllr Z Arnold in his report. It was **proposed by Cllr Greenwood, seconded by Cllr Carr**, that the actions would be an agenda item for consideration at the next meeting. Vote carried.

Action by – the CEO

During discussion Members were reminded that the Council had previously operated a Youth Council and members were advised of the need to ascertain if the reformation of such would be within the six-month ruling. Cllr Preest also reminded Members that the Council had previously resolved that it would support Lydney Hub and Cllr Z Arnold was requested to attend the next Lydney Hub meeting and issue an invitation to The Hub to attend a future Town Council meeting. Cllr Z Arnold agreed to attend said meeting and provide Members with an overview for the July Full Council meeting.

Action by – Cllr Z Arnold

Cllr Z Arnold advised that he had extended an invitation to Annette Bazeley, Lydney Gateway to attend the July Full Council meeting and he was urged to make contact with the local schools too. The CEO advised Cllr Z Arnold that it would be necessary for him to provide details of attendees for the Youth Forum section at least 10 days in advance in order that such may be an agenda item.

Cllr Pearman reminded all present of the advice which had been provided at the recent Councillor training session that Members needed to be mindful of what was posted on their social media accounts in case it was perceived to be the opinion of the Council, not the individual concerned.

6. **OPEN FORUM**
None.

7. **COMMUNICATIONS BY THE MAYOR**

Cllr Pearman advised that he had not attended any events since the last meeting.

Prior to the meeting Members were provided with a copy of the letter which had been received from Lydney Tennis Club enquiring if the Mayor would be willing to make a Civic Donation to cover half of the cost of the initial funding report for the Lawn Tennis Association plus VAT element in order that the Club may work in partnership to improve both the Club's and Bathurst Park's Tennis Courts. The Mayor was also asked to consider, in line with prior sporting Civic Donations, contributing a further £150 towards match balls for 2019/20 for both the Cricket and Tennis Clubs.

Cllr Z Arnold voiced concern over the request regarding a Civic Donation for match balls as the Tennis Club had previously been provided with a Civic Donation for a Defibrillator which he stated was not publicly available. Cllr Greenwood questioned if the Club would be willing to display a banner advertising that the balls had been sponsored by the Town

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Council, however, it was felt that this would incur additional expenditure due to the purchase of a banner.

Regarding the Civic Donation which had been made in respect of the Defibrillator, the CEO advised Members that the donation had been made on the basis that the equipment was available for use by anyone using the Recreation Ground whilst the Club's facilities were in operation. Noted.

Cllr Pearman advised that the sponsorship of match balls via a Civic Donation would be deferred to the Finance and Scrutiny Committee at such time he would advise Members of his decision.

Action by – the CEO

Attention was then turned to the request to fund half of the funding report for the Lawn Tennis Association. It was resolved that the Mayor's Civic Donation would cover half the cost of the initial funding report for the Lawn Tennis Association. Noted.

“Closed” and Confidential Minutes

Members noted that there were no such thing as “Closed Session Minutes” and that any/all Resolutions taken were shown under the relevant section of the minutes, all of which were made publicly available.

Confidential Minutes (i.e. those relating to confidential personnel matters which were subject to the Data Protection Act) were, however restricted. The content of these minutes would only be issued to Members who could demonstrate a “need to know” in order to perform their role as a Councillor. Noted.

Cllr Holmes questioned as to the outcome of the discussion which had taken place between Cllr Pearman and the former Mayor following the last meeting regarding correspondence with the Monitoring Officer at Forest of Dean District Council. Cllr Pearman recalled that following the recent Member Training Session Cllr Holmes had given the impression that he had agreed that the matter could remain under the last Council Administration. However, Cllr Holmes advised that with hindsight he wished to reconsider his stance. After a short discussion Cllr Pearman gave a commitment to ask the former Mayor if he would release a copy of the latest correspondence but he could not compel him to.

Action by – Cllr Pearman

8. **CEO'S 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).

Members were advised that:-

- No expressions of interest had been received regarding attendance at a meeting to formulate a response to the Planning Department at Forest of Dean District Council
- All Members had been provided with a copy of the response which had been received from Forest of Dean District Council regarding their CCTV cameras in Newerne Street Car Park
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- Whilst Members had been provided with a copy of the agreed Committee Membership, this would now change due to Cllr L Arnold's recent request to join the Finance and Scrutiny Committee.
- Cllr Z Arnold would now join Cllr Tremlett as the Council's representative to CSP/Crime Prevention Panel Lydney and South Forest/Gloucestershire Constabulary
- Cllrs Z Arnold and Carr would be added to the list of Representatives to Outside Bodies as Dementia Leads
- Cllr J Carr would join Cllrs Greenwood, Z Arnold and Tremlett, as the Council's representatives on the Parkend to Lydney Cycle Route Partnership

Members were provided with a copy of the Sandbag Telephone "Tree" and were advised that it may be necessary for Members to use their own vehicles should it become necessary to activate the "Tree" if it was "out of hours" and Groundstaff were unavailable. Members were also reminded that Dementia training had been organised for 6.00 pm on 15 July 2019.

Regarding Financial Awareness training for Members, the CEO advised that it would be possible to arrange such for 17 June 2019 provided 10+ Members committed to attend. Cllrs Vaughan, Harris, Pearman, Tremlett, L Arnold, Z Arnold and Kemsley gave a commitment to attend; Cllrs Harley, Leach and Holmes expressed a possibility that they may be able to attend and it was thought that Cllr Ives may be able to attend too. It was agreed that the CEO circulated the proposed date to all Members in order that they may confirm availability.

Action by – the CEO

The CEO then drew attention to details of courses organised by the Gloucestershire Association of Parish and Town Councils which had been previously circulated to Members. All present were asked to inform the CEO if they wished to attend and were reminded of the Council's agreed policy of Members covering the cost of any courses onto which they had been booked and then subsequently failed to attend. Noted.

9. FINANCIAL MATTERS

FINANCIAL STATEMENT -

JUNE 2019

Opening Bank Balances as 1st April 2019

LLOYDS BANK - Current account

98,188.61

2018/19 Commitments
Brought Forward
£6,110.00

LLOYDS BANK - Lydney In Bloom - Current

1,362.14

LLOYDS BANK - LGPS - Current

23,498.30

LLOYDS BANK - Earmarked Reserves:

S106	29,191.50
Lydney War Memorial	2,000.00
Play Areas (General)	5,000.00
Play Areas (Leaze Court)	129.86
Cemetery	13,842.14
Cemetery: St Mary's Churchyard/Wall	4,000.00
Cemetery: Memorial Testing	12,500.00
Cemetery: Additional Burial Space	20,000.00
Cemetery: Green Burial Space	1,500.00
Election Costs	10,000.00
Machinery	8,500.00
Town Panel Maps	1,062.00
Town Events (Christmas Grotto etc)	7,000.00
Civic	1,000.00

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Pear Mapping Cemetery	1,870.00	
Lydney In Bloom	1,000.00	
Environment Agency 2019/2020	5,500.00	
Youth Provision (The Hub)	25,000.00	149,095.50

LLOYDS BANK - General Reserve	170,513.03	319,608.53
		442,657.58

RECEIPTS

Receipts APRIL		280,260.31
Receipts MAY		13,032.47

See Separate Sheet

Receipts JUNE
Receipts JULY
Receipts AUGUST
Receipts SEPTEMBER
Receipts OCTOBER
Receipts NOVEMBER
Receipts DECEMBER
Receipts JANUARY
Receipts FEBRUARY
Receipts MARCH

Lydney In Bloom: Income banked to LIB current a/c

Total Receipts YTD 293,292.78

No recent transactions

PAYMENTS

Payments APRIL	5,127.18	
Payments MAY	72,529.88	
Payments JUNE	92,281.41	

Detailed Below

Payments JULY
Payments AUGUST
Payments SEPTEMBER
Payments OCTOBER
Payments NOVEMBER
Payments DECEMBER
Payments JANUARY
Payments FEBRUARY
Payments MARCH
Payments PRIOR TO YEAR END

Lydney In Bloom: Cheque Payments to date from LIB a/c

Total Payments YTD 169,938.47

566,011.89

Reconciled Bank Statements as at end	MAY 19	
LLOYDS BANK - Current account		226,825.44
<i>LLOYDS BANK - Lydney In Bloom - Current</i>		<i>1,362.14</i>
<i>LLOYDS BANK - LGPS - Current</i>		<i>23,500.18</i>

LLOYDS BANK - Earmarked Reserves:

S106	29,191.50	
Lydney War Memorial	2,000.00	
Play Areas (General)	5,000.00	
Play Areas (Leaze Court)	129.86	
Cemetery	13,842.14	
Cemetery: St Mary's Churchyard/Wall	4,000.00	
Cemetery: Memorial Testing	12,500.00	
Cemetery: Additional Burial Space	20,000.00	
Cemetery: Green Burial Space	1,500.00	
Election Costs	10,000.00	
Machinery	8,500.00	
Town Events/ Christmas (Grotto etc)	7,000.00	
Civic	1,000.00	
Pear Mapping Cemetery	1,870.00	
Lydney In Bloom	1,000.00	
Youth Provision (The Hub)	25,000.00	142,533.50

LLOYDS BANK - General Reserve 171,790.63 314,324.13

Bank Balances as at: 31-MAY-19 566,011.89

JUNE PAYMENTS

Chq. No

Description/Spending Power:

Payment made by Direct Debit/Standing Order

Konica Minolta	01.05.19	241.78	DD	C/F Photocopying
Briscco Signs	07.05.19	388.20	Debit Card	Dog Bins/Signs



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ATOS Fuel Genie	14.05.19	347.48	DD	Van Fuel/Cemetery/BPRT Recharge
Bathurst Park & Recreation Trust	15.05.19	26,850.00	TRF	Donation
Lydney Recreation Trust	15.05.19	10,257.50	TRF	Donation
Lady Haig Poppy	17.05.19	77.00	Debit Card	S137
Forest Equipment Services Ltd	20.05.19	1,212.90	STO	Litter- Gen/Harbour/ Cemetery/Dog waste
FoDDC	22.05.19	84.00	DD	Cemetery Maintenance
EE Limited	23.05.19	14.45	DD	Telephone/Internet
Cable Stream Ltd	24.05.19	146.58	DD	Telephone/Internet
Redline Telecom	28.05.19	38.94	DD	Telephone/Internet
Lydney Community Centre	28.05.19	3,307.44	BACS	FoDDC Grant
HFE Signs	31.05.19	216.00	Debit Card	Recharge Bathurst Park
		43,182.27		

Interim Payments made in advance of meeting:

Cancelled Chq		-3,307.44	9397	Ad Hoc	
Travis Perkins Trading Co Ltd		94.26	9400	Ad Hoc	Machinery/Tools/Repairs
		-3213.18			

Payments for approval at meeting held on:

10th June 2019

Corporate: Payroll		14,957.78	BACS	Monthly	June
Corporate: HMRC		4,890.72	BACS	Monthly	June
Corporate: Glos LGPS		5,626.20	BACS	Monthly	June
	Payments Sub Total	25,474.40			
Philip Blatchly & Son Ltd		880.00	9401	Ad Hoc	Cemetery Plaques
Coinros Park Nurseries Ltd		122.00	9402	Ad Hoc	Lydney In Bloom
Cleaning Products Ltd		61.01	9403	Ad Hoc	Establishment
Dean Mowers Ltd		441.16	9404	Ad Hoc	Machinery Replacement Fund
Exhaust Tyres & Batteries (Worcester) Ltd		36.00	9405	Ad Hoc	Machinery/Tools/Repairs
Lydney Settled Estate		35.71	9406	Ad Hoc	Street Furniture Playarea
Light Fantastic DIY Ltd		206.08	9407	Monthly	Maintenance/Street Furniture
Keith Morgan Mowers Ltd		22.55	9408	Ad Hoc	Machinery/Tools/Repairs
Mincost Ltd		100.91	9409	Ad Hoc	Machinery/Tools/Repairs Office
Office Star Group Ltd		147.68	9410	Monthly	Equipment/Stationery
Plantscape Ltd		4,773.60	9411	Annual	Plantscape Contract
Richard Cole Contracting		5,237.06	9412	Bi Monthly	Grass Cutting
Rigby Taylor		1,276.92	9413	Annual/Ad Hoc	Machinery Replacement Fund
SCH (Supplies) Ltd		1,116.00	9414	Ad Hoc	Machinery Replacement Fund
Travis Perkins Trading Co Ltd		40.17	9415	Monthly	Machinery/Tools/Repairs
T3 Designs		8.50	9416	Ad Hoc	PPE
Whitehouse Press (Printers) Ltd		712.00	9417	Qrtly	Newsletters
Worksafely Ltd		171.09	9418	Ad Hoc	PPE
WPS Ltd		8,046.02	9419	Annual	Insurance/Gen/Vehicle Costs
Expenses		29.20	9420	Ad Hoc	Training
Expenses		24.39	8421	Ad Hoc	Training
Bathurst Park Recreation Trust		1,845.03	9422	Qrtly	VAT Recharge
Lydney Recreation Trust		1,070.76	9423	Qrtly	VAT Recharge
K Bedford		301.55	9424	Ad Hoc	Training
Columbaria Company		108.00	9425	Ad Hoc	Cemetery Plaques
Cash		24.23	9426	Monthly	TPH/Mtg Costs
	Payments for approval: Sub total	26,837.62			

TOTAL PAYMENTS JUNE 92,281.41

A list of unrepresented Cheques (For Information only)

Legal & General		3,405.25	9386
Mincost Ltd		196.35	9398
	Total	3,601.60	

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Monthly Payment Listing – Month 3

Cllr Holmes requested that Members be provided with a copy of the Monthly Payment Schedule the day prior to the meeting. The CEO advised Members that the Finance Statement was still being compiled on the day of the meeting as cheques/invoices were still being received, however, the Finance Statement would be available from 4.00 pm on the day of the meeting for Members to view. It was felt that the Financial Training session which the CEO would provide to Members would assist their understanding of the Council's Financial procedures and controls.

During discussion the CEO advised Members that the Responsible Finance Officer (a position to which she had been appointed by Council) was responsible for determining the format for managing the Council's accounts and presenting such to Members. Members were advised that the Finance Sheet consolidated expenditure which had already been agreed by the Council/Council's Committees. Receipt of the monthly payment schedule (Month 3 – including the transfers/virements shown below) was then **proposed by Cllr Preest, seconded by Cllr Harris**. Unanimous.

Approval of the payments therefrom **proposed by Cllr Z Arnold, seconded by Cllr Greenwood**. Unanimous.

It was noted that all Members had been provided with a "hard" copy of the Bank Signatory listing.

Virements

<u>Amount</u>	<u>From</u>	<u>To</u>
£150.00	Stationery	Website/Maintenance
£100.00	Community Award (Dean Academy)	Civic
£500.00	Contingency	Insurance

Transfers

<u>Amount</u>	<u>From</u>	<u>To</u>
None		

Lydney Town Council Debit Card

<u>Date of Transaction</u>	<u>Supplier</u>	<u>Details of Purchase</u>	<u>Amount of Expenditure</u>	<u>Name of LTC Employee placing order</u>
16.5.19	Lady Haig's Poppy Factory	No. 7 Poppy Wreath and D Day 75 th Anniversary Wreath No. 2	£77.00 (including delivery) S137 Expenditure	Carol Wheeler
30.5.19	HFE Signs	4 off Quality Printed PVC Banners (8' x 3' single sided). Plus two further banners free of charge	£216.00 including VAT RECHARGE TO BATHURST PARK – PARTY IN THE PARK EVENT	Carol Wheeler



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10. **BY-ELECTIONS**

It was **proposed by Cllr Z Arnold, seconded by Cllr Preest**, that the Council would “stand on” with its former Resolution, this being to instruct Forest of Dean District Council to issue Polling Cards as/when there was a By-election in Lydney. It was noted that Lydney Town Council would incur a charge on such occasions, estimated to be £400.00 per ward.

11. **POLICIES AND PROCEDURES**

Prior to the meeting Members were provided with copies of the following policies in order that they may consider their adoption:-

- Metal Detector Policy
- Safe Guarding Policy

Adoption of the Metal Detector Policy was **proposed by Cllr Z Arnold, seconded by Cllr Harris**. Vote carried.

Responding to a comment made, the CEO reminded all Members that the Policies had been displayed on the Town Council’s website one week prior to the meeting in order that Members were provided with sufficient time to consider such each policy tabled for consideration that night.

Adoption of the Safe Guarding Policy was **proposed by Cllr Leach, seconded by Cllr Z Arnold**. Unanimous.

12. **RECORDING OF FULL COUNCIL MEETINGS**

Prior to the meeting Members were provided with a copy of the advice which had been received from the Council’s Insurer concerning the advantages/disadvantages of “live streaming” and/or recording Full Council meetings. Members were asked to provide direction as to how they wished to proceed and the type of recording they wished to consider (video/audio) in order that quotations may be obtained, if so directed.

In view of the comment which had been made under the previous item, Cllr Pearman read out the advice which had been received. Cllr Z Arnold felt that the Council should pursue “live streaming” and felt that it was the responsibility of each Councillor to ensure that they did not bring the Council into disrepute by their comments/actions. Cllr Holmes noted that Cinderford Town Council and Forest of Dean District Council live streamed their meetings and he suggested that both organisations be contacted to obtain their views. Cllr Preest spoke in favour of recording meetings and Cllr Greenwood felt that the matter should be an agenda item for the next meeting to enable sufficient time to seek views from other Councils regarding their experiences.

It was **proposed by Cllr Z Arnold, seconded by Cllr Leach**, that quotations would be obtained for both “live streaming” and audio recording systems. Unanimous.

Action by – the CEO

13. **STANDARDISATION OF E-MAIL ADDRESSES**

Prior to the meeting Members were provided with a copy of the advice which had been received from the Council’s IT provider with respect to standardisation/compliance with GDPR, including the cost of providing suitable options.



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Cllrs Greenwood and Z Arnold spoke in support of Members being provided with generic e-mail addresses as it was felt that it would make it easier for them to be contacted by the public. It was **proposed by Cllr Z Arnold, seconded by Cllr Harris**, that the Council would provide Members with generic e-mail addresses. Unanimous.

Responding to question which had been raised, the CEO read out the costs which had been included in the advice for such provisions. Acceptance of the costs was **proposed by Cllr Carr, seconded by Cllr Harley**. Unanimous. It was noted that “free” General Reserves would need to be utilised to cover the cost of such a system.

Action by – the CEO

14. FOREST OF DEAN DISTRICT COUNCIL CABINET DISPENSATION

Members were asked to consider if they wished to grant a dispensation to a Forest of Dean District Council Cabinet Member in order they may be invited to attend/address Council at a future meeting.

It was **proposed by Cllr Preest, seconded by Cllr Greenwood**, that an invitation would be extended to Members of Forest of Dean District Council Cabinet on a rolling basis to attend meetings of Lydney Town Council. Such invitations would commence after the August Recess. Unanimous.

It was **proposed by Cllr Pearman** that the CEO would be instructed to write to Forest of Dean District Council to extend an invitation to all Cabinet Members to attend future meetings on an individual basis and that if a specific issue was experienced then additional Cabinet Members would be requested to attend, in order to improve the performance of both Lydney Town Council and Forest of Dean District Council for the benefit of Lydney. Unanimous.

Action by – the CEO

15. FORMAL CORRESPONDENCE RECEIVED

- Royal British Legion Lydney Branch – E-mail from Mr J Riley, Secretary, advising of the D-Day 75th Anniversary Ceremony scheduled to take place at the War Memorial on Thursday 6 June 2019. Mayor and Deputy Mayor in attendance and a wreath would be laid on behalf of the Town Council.
- HM The Queen’s Pageantmaster VE Day 75 – E-mail from Mr Bruno Peek LVO OBE OPR inviting the Council to get involved with VE Day 75 on 8 May 2020 and listing the formal order of activities which had been set for the event. It was **proposed by Cllr Greenwood, seconded by Cllr Preest**, that the Council would register its involvement in the event and that the matter would be an agenda item for the next meeting. Unanimous.

Action by – the CEO

- Gloucestershire Association of Parish and Town Councils – Invitation to attend the 82nd Annual General Meeting at Gambier Parry Hall, Highnam Community Centre GL2 8DG on Saturday 20 July 2019 commencing at 10.30 am (refreshments served from 10.00 am). **Cllr Leach confirmed that he would attend the meeting on behalf of the Town Council.**

Action by – Cllr Leach

- The Dean Academy – Letter from Mr T Beveridge advising that the School’s Presentation Evening would take place on 27 June 2019 at 7.00 pm at St Mary’s Church, Lydney. *Noted that the Council would once again sponsor the award which recognised the achievement of a student who had provided an outstanding*



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contribution to the local community via the Mayor's Civic Fund (cost of engraving plaque and £25.00 iTunes voucher) and that the Mayor and Mayoress would be in attendance. Cllr Z Arnold confirmed that he would attend the event also as the Council's Youth Representative.

Action by – Cllr Z Arnold

- Forest of Dean District Council – E-mail from Mr M Butler, Risk & Compliance Officer, advising that Lydney Hub and “Men’s Sheds” no longer wished to jointly pursue the purchase of the Methodist Chapel, Springfield Road. Accordingly the moratorium which had been imposed on the building would be lifted in order that the Trustees may proceed with the disposal of the building. **CEO instructed to make a tentative enquiry to ascertain if the Trustees would be interested in disposing of a portion of land.**

Action by – the CEO

- UK Cycling Events – Notification that the Wye Tour will take place on Saturday 31 August 2019 out of Chepstow Racecourse.
- Member of the Public – Letter from a member of the public who visited Bathurst Park whilst staying with relatives providing a poem they wrote about the Park and commending Groundstaff on their work. **CEO to express the Council's thanks to the member of public and advise that the poem would be published in the next edition of the Town Council's newsletter. Furthermore, that at their next meeting the Bathurst Park and Recreation Trust would consider if they wished to utilise the poem on a sign in the Park.**

Action by – the CEO

Cllr Leach excused himself from the meeting at this point.

- Lydney Festival Committee – Letter of thanks from Mr D Biddle, Chairman, expressing thanks to the Council for its financial support for 2019 which had enabled two outside music and dance events at the Co-op Store and Lydney Docks to take place.

16. COMMITTEE & OTHER REPORTS

Amenities Committee

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

Burial Committee

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

Planning & Highway Committee

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

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Coastal Communities Team (CCT)

Cllr Pearman provided Members with an overview of the meeting which had taken place on 4 June 2019 which included items such as a further meeting with the Yacht Club; contact with the Probation Service with regards to maintenance work; an investigation as to the extent of maintenance work required at the Harbour over the next five years; the income the Harbour receives when compared to its expenditure; a call for volunteers to “count” visitors to the Harbour; participation in the next Beach Clean which would take place between 20-22 September 2019.

Community Safety Partnership

Cllr Z Arnold advised that he had not attended the last meeting as he had not been appointed as the Council’s Representative at the time.

Market Town’s Forum

Cllr Pearman advised that no meeting had taken place since the last meeting.

Flood Defence Stakeholder Meeting

Cllr Pearman advised that no meeting had taken place since the last meeting.

Forest of Dean Health Forum

Cllr Z Arnold advised that he had not been able to attend the last meeting.

Multi-use Track Stakeholder Meeting

Cllr Greenwood advised that a meeting would take place on 26 June 2019 and that a briefing had been organised for all new Councillors. Cllr Preest requested that Cllr Greenwood provide a briefing as to the current situation for the September Full Council meeting in order that he may relay same to Officers at Gloucestershire County Council.

Parish and Town Council Liaison Meeting

No report due to the absence of Cllr Tremlett.

Lydney Town Hall

No report due to the absence of Cllr Tremlett.

Dementia Awareness

No report.

17. DISTRICT COUNCILLORS REPORT

Prior to the meeting Members were provided with a copy of the District Councillor Report which had been collated by District Cllr Topping (Appendix B).

Whilst appointments had been made to various Committees, it was felt that the forthcoming re-scheduled election may result in adjustments being made to Committee Membership. District Cllr Topping advised that all Councillors were currently undergoing training at present.

18. COUNTY COUNCILLOR REPORT

County Cllr Preest advised that he was attempting to organise Bi-monthly meetings with District Councillors who represent the Town; that he had co-chaired the Highways Management Seminar which had been designed to improve the understanding between District and Borough Councils; that he had been appointed as Vice Chairman of

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Gloucestershire County Council which would result in his attendance at a greater number of Civic events/appointments; felt that the appointment of District Cllr James Bevan as Chairman of Forest of Dean District Council to be a major honour for Lydney; stressed the need for all Councillors, irrespective of the Tier to which they had been elected, to work together for the Town.

19. COUNCILLOR REPORTS

Cllr Z Arnold advised that the grass verge between the car parks in Newerne Street Car Park was now being cut; questioned the cost of the fence which surrounded the Memorial Garden in Bathurst Park together with its purpose (explanation regarding the decision taken by the Trustee of the Bathurst Park and Recreation Trust, together with an approximate cost provided by the CEO); proposed an amendment to Standing Order 3 s) that all votes taken by the Council would be by means of a recorded vote. The CEO agreed to liaise with Cllr Z Arnold regarding the proposed wording for the amendment and advised that said amendment would stand adjourned at the July meeting, with a vote taken at the September Full Council meeting. Cllr Z Arnold requested a Motion at the July Full Council meeting that *“Lydney Town Council recognises the climate emergency that we face and moves to form a working group in order to investigate ways to protect our environment at a local level.”*

Action by – the CEO

Cllr Carr reported that she was taking an interest in green spaces in the Parish and had made contact with Plant Life regarding their “protect your verges” campaign and also Dean Meadows. Furthermore, that a meeting of Lydney In Bloom would be convened to explore the possibility of grass cutting being undertaken at different times. Members noted that matter may be a future Amenities agenda item and also a Charitable Trust agenda item.

Cllr L Arnold expressed a desire for the Council to consider the possibility of installing a wind turbine in order to generate income for the Council and enable it to reduce its Precept. Recalling comments previously made by Cllr L Arnold, the CEO advised that the land which Cllr L Arnold had suggested could be utilised for such a scheme was in the ownership of Lydney Recreation Trust and as such, any income generated would be for the Trust, not the Town Council. The CEO was asked to identify land in the Town Council’s ownership and members were informed that such included the Cemetery, Primrose Hill Meend and allotments in South Road. It was agreed that the formation of a Working Party to consider income streams for the Town Council would be considered by the Finance and Scrutiny Committee at its next meeting.

Action by – the CEO

Cllr Holmes advised that not all residents in the Town received a copy of the Town Council’s newsletter which was distributed via The Forest Review Newspaper. It was noted that the Council had previously expressed concern that there had been occasions when copies of the Newsletter had not been distributed with the Review, however, distribution options were limited. Members were advised that it would be possible to arrange for The Royal Mail to deliver newsletters to each household in the Town, however, this was an expensive option and would necessitate a member of staff having to drive the newsletter to the Royal Mail Distribution Centre in Swindon. Cllr Holmes requested that the CEO investigate options for the distribution of the Newsletter for Members consideration.

Action by – the CEO

Cllr Holmes expressed concern over the traffic conditions between Holy Trinity Church to Albert Street (e.g. numerous parked cars on the highway restricting the carriageway) and

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requested that the matter be an agenda item for the next meeting of the Planning and Highway Committee.

Action by – the CEO

Cllr Harris advised that she had received numerous pleasing comments on the superb floral displays created by Groundstaff.

Cllr Greenwood advised that he had been contacted by members of the public regarding verge cutting. Members were reminded that the Council was in a four-year contract with its contractor which specified the areas to be cut and the frequency of cutting for an agreed price.

Cllr Pearman expressed congratulation to The Victoria Centre who had recently been award the Queens Award for Voluntary Service and the CEO was requested to send a congratulatory letter to The Victoria Centre.

Action by – the CEO

20. **PRESS RELEASE**

Cllr Greenwood felt that the Council needed to give greater consideration to the public's perception of its work and he expressed pride in the fact that the Council had attained Quality Gold Status. Cllr Greenwood requested that the matter be an agenda item for the next meeting and suggested that Members may wish to give some thought to providing a statement outlining their aims for their term in office which could be published on the Town Council website and in its next newsletter.

Action by – the CEO

21. **MEETING DATES**

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

17 June 2019 at 7.00 pm	- Finance and Scrutiny Committee
8 July 2019 at 6.30 pm	- Planning and Highway Committee
8 July 2019 at 7.00 pm	- Full Council

Meeting closed at 8.54 pm

Chairman 

Date 8/7/19

Actions from Full Council meeting on 13 May 2019

Agenda Item	Action
14 e	<ul style="list-style-type: none"> CEO to ensure evening Audit appointments were offered to members – Email invitation sent; no Members have responded therefore the 2019/20 dates will remain as stated.
16	<ul style="list-style-type: none"> CEO to notify GAPC that members wished to use the General Power of Competence. Done
18	<ul style="list-style-type: none"> Appointment of Mayors Cadet - June Full Council Agenda.
22	<ul style="list-style-type: none"> CEO to invited Martin Surl to a future full council meeting. Invitation sent via Sgt Hodgets
27	<ul style="list-style-type: none"> Finance and Governance training to be arranged. Agenda item to confirm number of attendees
28	<ul style="list-style-type: none"> Meeting with the Royal British Legions Representatives to be arranged. Meeting arranged for 13th June – Mayor/Deputy Mayor to attend
29	<ul style="list-style-type: none"> Members to notify CEO as to their availability in order a meeting may be arranged to formulate a response to FoDDC Planning department. No response from members received to date
30	<ul style="list-style-type: none"> CEO to add to the Amenities Agenda, consideration of the Christmas lights switch event in conjunction with Lydney Town Hall Amenities Agenda item for July Groundsman to be requested to weed spray at the Town Hall Done
33	<ul style="list-style-type: none"> CEO to write to Peter William FoDDC regarding the Newerne Street carpark CCTV cameras Done – Response circulated. Planning & Highways Agenda item

District Councillors Report

Elections held on May 2nd led to a council still with no group or party with overall control but with a different mix. (The average turnout across the Forest was 33%.)

The current make-up of the council is: Conservatives 10, Independent Alliance 9, Greens 6, Labour 5, Independents 5. There are 12 new members and 23 returning members.

The total number of councillors for the FoDCC has been reduced from 48 to 38. There are currently only 35 councillors in place due to the death of a candidate in the three-seat Newent and Taynton ward in the run up to the election. The by-election for the ward takes place on June 20th.

A presentation from the council's senior officers in May was the beginning of a series of training sessions for councillors which continues throughout June and July. Areas covered to date include council structure, decision making, the constitution, code of conduct, planning matters and the rules of debate.

The full council meeting on May 23rd saw the election of James Bevan as chairman, Clive Ellesmore as vice-chair, Tim Gwilliam as leader and Paul Hiatt as deputy leader.

Councillors were appointed to the various committees: Audit, Licensing, Planning and Scrutiny, in numbers reflecting the new political balance of the council.

Chairs and vice-chairs of each committee were elected, and representatives chosen for community organisations, partnerships and local authority bodies. Cllr Harry Ives (secretary of the Conservative group) was elected vice-chair of the audit committee.

**Report collated by DCllr M Topping
Lydney West Ward**