

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/07/08 – 29

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 8 July 2019 at 7.00 pm.

**PRESENT:** Cllrs B Pearman (Chairman), Z Arnold, J Carr, J Greenwood, A Harley, C Harris, R Kemsley, W Leach, T Legge, T Tremlett and C Vaughan

PS N Rogers, Gloucestershire Police – Agenda item 4 only  
Sargent Alex Insall, 614 (Lydney) SQN ATC – Presentation only  
One member of the Public  
District Cllr M Topping  
Mrs J Smailes – Chief Executive Officer (CEO)  
Miss C Wheeler – Executive Officer (EO)

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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.

Cllr Pearman was delighted to present the Mayor's Cadet badge for the 2019/20 Civic Year to Sargent Alex Insall, 614 (Lydney) AQN ATC. Sargent Insall then excused herself from the meeting.

Cllr Pearman informed Members that Agenda Item 4 – Police would be brought forward to this point, however, the minutes reflect the order as shown on the agenda.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Holmes, Ives and Preest.

2. **DECLARATIONS OF INTEREST**

None.

3. **MINUTES OF PREVIOUS MEETING**

Approval of the minutes of the Annual Town Council meeting held on 10 June 2019 were **proposed by Cllr Z Arnold, seconded by Cllr Legge**. Vote carried.

4. **POLICE MATTERS**

Cllr Pearman welcomed PS Nick Rogers to the meeting.

PS Rogers noted that Members had been provided with a copy of the Police report prior to the meeting and proceeded to explain why peaks and troughs could be viewed in the report. PS Rogers also advised that a member of the public had made multiple reports of loud vehicles at the site and whilst CCTV could be downloaded it did not capture noise levels. Cllr Vaughan questioned if it would be possible to deploy mobile speed cameras in the Town during the evenings. PS Rogers advised that Special Constables would be deployed between June and September to undertake speed checks and called for Members to inform the Police of the roads which suffered the worst issues. It was felt that problems were experienced on High Street, Newerne Street, High Street, Forest Road, Woodland Rise, Springfield and Forest Road.

Responding to a question from Cllr Tremlett, PS Rogers advised that the Police would not be able to take action against noise complaints from Newerne Street Car Park, however, action would be taken against any anti-social driving and he informed Members of a



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/07/08 – 30

project which was being undertaken by Special Constables to address drink/drug driving. It was felt that issues occurred around 10.00 pm/11.00 pm and Members recommended that Officers attempt to target this time.

Cllr Kemsley enquired what action was being taken by the Police to address the issue of gangs from outside the area breaking into vehicles to steal equipment during broad daylight. PS Rogers advised that two juveniles had been arrested the previous week for “going equipped”; with regard to the issues experienced at Newerne Street Car Park PS Rogers gave a commitment to contact the Officer responsible for Community Engagement.

### 5. YOUTH FORUM

No presentation was received from Ms Annette Bazeley, Link Worker, Lydney Gateway.

Cllr Z Arnold advised that he had not attended the most recent Lydney Hub meeting but hoped to be able to attend their next meeting. Whilst Cllr Z Arnold did not believe that the group had located an alternative venue, Cllr R Kemsley expressed a belief that they had.

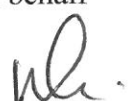
Cllr Tremlett felt that the Council needed to provide Cllr Z Arnold with direction as to the way forward the Council wished to take regarding engagement. Cllr Pearman advised that he and Cllr Tremlett had attended the meeting which had been organised by the Forest Voluntary Action Forum (FVAF) which had included a presentation from Lydney Hub. Members were advised that the Hub were currently formulating a business plan and it was felt that this may shortly be presented to Council. Cllr Legge felt that provision needed to also be made for youths who did not wish to engage with organised sport or organised clubs. Cllr Harley spoken on the work undertaken by Street Youth Workers but stressed the specialised nature of this work.

It was **proposed by Cllr Legge, seconded by Cllr Greenwood**, that Cllr Z Arnold would engage in further consultation with a wider sample of young people, schools, parents and other organisations around these proposals and others.

Cllr Tremlett felt that the Council needed to provide Cllr Z Arnold with direction and suggested that he engage with Lydney Hub and Cllr Vaughan who had previous experience of engaging with local schools. Cllr Harley felt that the Council may need to set up a Sub-committee and that the Council should act as a fulcrum. Cllr Vaughan advised that she had already spoken to District Cllr Tim Gwillam and had been informed that Forest of Dean District Council’s Cabinet were looking to join the Youth Parliament; that Gloucestershire County Council had allocated £10,000 for Forest Youth Provision which would be spent on direct provision.

Cllr Z Arnold advised that he had attended the Presentation Evening at The Dean Academy during which he had arranged to hold an initial meeting with the Headteacher to discuss his initial thoughts as to how a relationship could be built between the school and the Council. Cllr Greenwood felt that Cllr Z Arnold should continue to engage and then bring back information gained through such engagements to the Council in order that any suggestions may be considered.

Cllr Leach requested that Cllr Z Arnold identify the groups which were active in the Town in order that Members may be informed and then be in a position to relay such information to the public. Cllr Tremlett reminded her fellow Councillors that members of a Working Group needed to understand that they did not have any power to make decisions on behalf



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/07/08 – 31

of the Council; that they would be required to bring back any proposals to Full Council for consideration. Cllr Z Arnold acknowledged that a clear process existed for both a Working Group and a Sub-committee and suggested that he produce a “where we are now” report evidenced through engagement with stakeholders and young people.

During discussion the CEO advised that if Council elected to form a Working Group it would enable members of the public/stakeholders to be involved with the outcomes from such meetings fed back to Full Council for consideration. It was **proposed by Cllr Harris, seconded by Cllr Legge**, that a Working Group would be formed initially to engage with the community; the results would then be fed back to Full Council who would form a Youth Provision Stakeholder Group to consider the results of such engagement with representatives from invited organisations. Unanimous.

**Action by – Cllr Z Arnold**

### 6. OPEN FORUM

Mr S Stockham, 30 Queen Street, Lydney – Item 13 – Spoke in support of the Climate Emergency Motion; stressed the need for the issue to be addressed at international, national and local levels; emphasised that the Motion would have bearing on every action of the Council; advised that a number of local groups would be watching the Council’s actions with interest and would be willing to provide their expertise.

### 7. COMMUNICATIONS BY THE MAYOR

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

- Forest Economic Partnership quarterly meeting
- Meeting at Gloucestershire County Council Shire Hall
- Meeting with the Royal British Legion Lydney Branch in respect of the Remembrance Parade
- The Dean Academy Awards evening and open exhibition by the Art and Design department.
- Relay for Life

### 8. 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).

Members were advised that:-

- The Council’s website was being upgraded in line with the Accessibility Act.
- Generic e-mail addresses for Members were currently in the process of being “rolled out” to individual Members.
- Members were reminded that Dementia Training would take place at 6.00 pm in the Council Chamber on Monday 15 July 2019.
- Members were asked to forward their list of questions for PCC Martin Surl; such questions would be forwarded to PCC Martin Surl in advance of his attendance at the October Full Council meeting.



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/07/08 – 32

### 9. FINANCIAL MATTERS

#### FINANCIAL STATEMENT -

JULY 2019

#### Opening Bank Balances as 1st April 2019

|  |                   |                            |
|--|-------------------|----------------------------|
| LLOYDS BANK - Current account            | 98,188.61         |                            |
| LLOYDS BANK - Lydney In Bloom - Current  | 1,362.14          | <i>2018/19 Commitments</i> |
| LLOYDS BANK - LGPS - Current             | 23,498.30         | <i>Brought Forward</i>     |
|  |                   | <i>£6,110.00</i>           |
| <b>LLOYDS BANK - Earmarked Reserves:</b> |                   |                            |
| 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          |                            |
| 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         |                            |
|  | <b>149,095.50</b> |                            |
| <b>LLOYDS BANK - General Reserve</b>     | <b>170,513.03</b> | <b>319,608.53</b>          |
|  |                   | <b>442,657.58</b>          |

#### RECEIPTS

|  |                           |                           |
|--|---------------------------|---------------------------|
| Receipts APRIL   | 280,260.31                |                           |
| Receipts MAY   | 13,032.47                 |                           |
| <b>Receipts JUNE</b>                                     | <b>2,476.93</b>           | <i>See Separate Sheet</i> |
| Receipts JULY  |                           |                           |
| Receipts AUGUST  |                           |                           |
| Receipts SEPTEMBER                                       |                           |                           |
| Receipts OCTOBER   |                           |                           |
| Receipts NOVEMBER  |                           |                           |
| Receipts DECEMBER  |                           |                           |
| Receipts JANUARY   |                           |                           |
| Receipts FEBRUARY  |                           |                           |
| Receipts MARCH   |                           |                           |
| <i>Lydney In Bloom: Income banked to LIB current a/c</i> |                           |                           |
|  | <b>Total Receipts YTD</b> | <b>295,769.71</b>         |

#### PAYMENTS

|  |                           |                       |
|--|---------------------------|-----------------------|
| Payments APRIL   | 5,127.18                  |                       |
| Payments MAY   | 72,529.88                 |                       |
| Payments JUNE  | 92,281.41                 |                       |
| <b>Payments JULY</b>   | <b>38,696.34</b>          | <i>Detailed Below</i> |
| Payments AUGUST  |                           |                       |
| Payments SEPTEMBER   |                           |                       |
| Payments OCTOBER   |                           |                       |
| Payments NOVEMBER  |                           |                       |
| Payments DECEMBER  |                           |                       |
| Payments JANUARY   |                           |                       |
| Payments FEBRUARY  |                           |                       |
| Payments MARCH   |                           |                       |
| Payments PRIOR TO YEAR END                                   |                           |                       |
| <i>Lydney In Bloom: Cheque Payments to date from LIB a/c</i> | <i>776.25</i>             |                       |
|  | <b>Total Payments YTD</b> | <b>209,411.06</b>     |
|  |                           | <b>529,016.23</b>     |

#### Reconciled Bank Statements as at end

JUNE 19

|   |            |  |
|---|------------|--|
| LLOYDS BANK - Current account           | 189,015.74 |  |
| LLOYDS BANK - Lydney In Bloom - Current | 585.89     |  |
| LLOYDS BANK - LGPS - Current            | 23,501.21  |  |



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/07/08 – 33

### 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         |                   |
|  | <b>142,533.50</b> |                   |
| <b>LLOYDS BANK - General Reserve</b>   | <b>173,379.89</b> | <b>315,913.39</b> |
| <b>Bank Balances as at: 30-JUNE-19</b> |                   | <b>529,016.23</b> |

### JULY PAYMENTS

|   |                      |                  | <b>Chq. No</b> |            | <b>Description/Spending Power:</b>    |
|---|----------------------|------------------|----------------|------------|---------------------------------------|
| <u>Payment made by Direct Debit/Standing Order</u>  |                      |                  |                |            |                                       |
| ATOS Fuel Genie                                     | 13.06.19             | 487.47           | DD             |            | Van Fuel/Cemetery/BPRT Recharge       |
| Black Country Metal                                 | 13.06.19             | 427.26           | Debit Card     |            | Recharge -BPRT                        |
| Orbital Fasteners                                   | 14.06.19             | 329.40           | Debit Card     |            | Recharge -BPRT                        |
| Forest Equipment Services Ltd                       | 20.06.19             | 1,212.90         | STO            |            | Litter-Gen/Harbour/Cemetery/Dog waste |
| Screwfix Direct t                                   | 21.06.19             | 264.98           | Debit Card     |            | Machinery/Replacement Fund            |
| EE Limited  | 24.06.19             | 14.45            | DD             |            | Telephone/Internet                    |
| FoDDC   | 24.06.19             | 84.00            | DD             |            | Cemetery Maintenance                  |
| Cable Stream Ltd                                    | 25.06.19             | 174.58           | DD             |            | Telephone/Internet                    |
| Screwfix Direct                                     | 27.06.19             | 132.98           | Debit Card     |            | Machinery/Replacement Fund            |
| Redline Telecom                                     | 28.06.19             | 38.94            | DD             |            | Telephone/Internet                    |
|   |                      | <b>3,166.96</b>  |                |            |                                       |
| <u>Interim Payments made in advance of meeting:</u> |                      |                  |                |            |                                       |
| Expenses  |                      | 58.50            | 9427           | Ad Hoc     | Corporate                             |
| Age Concern Forest Of Dean                          |                      | 606.00           | 9428           | Ad Hoc     | Grants                                |
| North & West Glos Citizens Advice Bureau            |                      | 500.00           | 9429           | Ad Hoc     | Grants                                |
| Lydney Town AFC                                     |                      | 500.00           | 9430           | Ad Hoc     | Grants                                |
| Lydney Tennis Club                                  |                      | 150.00           | 9431           | Ad Hoc     | Civic                                 |
| Lydney Cricket Club                                 |                      | 150.00           | 9432           | Ad Hoc     | Civic                                 |
|   |                      | <b>1,964.50</b>  |                |            |                                       |
| <u>Payments for approval at meeting held on:</u>    |                      |                  |                |            |                                       |
|   | <b>8th July 2019</b> |                  |                |            |                                       |
| Corporate: Payroll                                  |                      | 14,150.24        | BACS           | Monthly    | July                                  |
| Corporate: HMRC                                     |                      | 4,774.79         | BACS           | Monthly    | July                                  |
| Corporate: Glos LGPS                                |                      | 5,534.29         | BACS           | Monthly    | July                                  |
|   | Payments Sub Total   | <b>24,459.32</b> |                |            |                                       |
| Arkell & Hurcombe                                   |                      | 96.60            | 9433           | Ad Hoc     | Plaques                               |
| Coinros Park Nurseries Ltd                          |                      | 27,34.75         | 9434           | ½ Yearly   | Coinros Contract                      |
| Columbaria Company                                  |                      | 168.00           | 9435           | Ad Hoc     | C/F Plaques/Plaques                   |
| Dean Mowers Ltd                                     |                      | 52.39            | 9436           | Ad Hoc     | Machinery/Tools/Repairs               |
| GAPTC   |                      | 50.00            | 9437           | Ad Hoc     | Cllr Training                         |
| Light Fantastic DIY Ltd                             |                      | 34.08            | 9438           | Monthly    | Machinery/Tools/Repairs               |
| Luke Cole Electrical                                |                      | 138.00           | 9439           | Annual     | Establishment                         |
| Mincost Ltd   |                      | 18.50            | 9440           | Monthly    | Machinery/Tools/Repairs               |
| A K McCullagh & Son                                 |                      | 495.00           | 9441           | Ad Hoc     | Civic                                 |
| Pear Technology                                     |                      | 330.00           | 9442           | Annual     | Pear Mapping Maintenance              |
| Richard Cole Contracting                            |                      | 3,648.01         | 9443           | Bi Monthly | Grass Cutting                         |
| Shaw & Sons Ltd                                     |                      | 1,096.80         | 9444           | Annual     | Minute Binding                        |
| Expenses  |                      | 48.75            | 9445           | Ad Hoc     | Training                              |
| Expenses  |                      | 117.00           | 9446           | Ad Hoc     | Occupational Health                   |



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/07/08 – 34

|   |                        |              |                  |      |         |                          |
|---|------------------------|--------------|------------------|------|---------|--------------------------|
| Cash  |                        |              | 77.68            | 9447 | Monthly | Tph/Civic/Mtg Costs/Estb |
|   | Payments for approval: | Sub total    | 9,105.56         |      |         |                          |
|   | <b>TOTAL PAYMENTS</b>  | <b>JULY</b>  | <b>38,696.34</b> |      |         |                          |
| <br><u>LYDNEY IN BLOOM</u>  |                        |              |                  |      |         |                          |
| Coinros Park Nurseries Ltd  |                        |              | 776.25           | 23   |         |                          |
|   | Payments for approval: |              | 776.25           |      |         |                          |
| <br><u>A list of unrepresented Cheques (For Information only)</u> |                        |              |                  |      |         |                          |
| Mincost Ltd   |                        |              | 196.35           | 9398 |         |                          |
| Lydney Settled Estate   |                        |              | 35.71            | 9406 |         |                          |
| Mincost Ltd   |                        |              | 100.91           | 9409 |         |                          |
| Expenses  |                        |              | 24.39            | 9420 |         |                          |
|   |                        | <b>Total</b> | <b>357.36</b>    |      |         |                          |

### Monthly Payment Listing – Month 3

Members were advised that the Payment Schedule had been available to view from 5.00 pm.

Receipt of the monthly payment schedule (Month 4 – including the transfers/virements shown below) was then **proposed by Cllr Harris, seconded by Cllr Vaughan**. Unanimous.

Members were asked to consider if they wished to amend the following wording “to approve payments therefrom and to note any virements/transfers”. During discussion the CEO reminded Members of the discussion which had taken place as part of the “Financial Awareness” training she had delivered (that Members felt they were merely ratifying expenditure which had been approved by each Committee). Cllr Tremlett felt that it was the responsibility of each Committee to ensure that it was aware of their budget spend. It was **proposed by Cllr Pearman** that the wording would be amended to the following “to receive a copy of the budget comparison statement and bank reconciliation”. Unanimous.

### Virements

| <u>Amount</u> | <u>From</u> | <u>To</u>           |
|---------------|-------------|---------------------|
| £1,000.00     | Contingency | Website/Maintenance |

### 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> |
|----------------------------|---------------------------|----------------------------|--|---|
| 12.6.19                    | Black Country Metal Works | 3 x Hercules Tree Guards   | £427.26 including delivery<br><b>RECHARGE TO BATHURST PARK</b> | Carol Wheeler                             |

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/07/08 – 35

| Date of Transaction | Supplier                                     | Details of Purchase   | Amount of Expenditure  | Name of LTC Employee placing order |
|---------------------|--|---|--|------------------------------------|
| 13.6.19             | Orbital Fasteners                            | 6 off 1m x 50m orange plastic mesh barrier fencing 100 off 1.2m x ½” barrier steel pins | £329.40 including delivery<br><b>RECHARGE TO BATHURST PARK – PARTY IN THE PARK EVENT</b> | Carol Wheeler                      |
| 20.6.19             | Screwfix (Replace failed PAT Test equipment) | 1 x circular saw;<br>1 x jigsaw   | £264.98 including delivery   | Carol Wheeler                      |
| 26.6.19             | Screwfix                                     | Multi Charger and Li-ion Battery for the aforementioned tool                            | £132.98  | Jayne Smailes                      |

## Delegated Powers

It was **proposed by Cllr Harris, seconded by Cllr Vaughan**, that Delegated Powers would be bestowed on an Officer, in conjunction with two Members, in order that any payments required during the August Recess were made.<sup>1</sup> Unanimous.

**Action by – the CEO**

## 10. RECORDING FULL COUNCIL MEETINGS

Prior to the meeting Members were provided with copies of the quotations which had been obtained in line with their specified requirements. Members were also provided with a further copy of the advice which had been obtained from the Council’s insurer.

Cllr Z Arnold felt that it was the responsibility of each Member to ensure that any comments made were not slanderous or libellous; highlighted that the meetings were already held in public and expressed a view that the Council should be as accessible as possible. The CEO advised that should Council elect to pursue the “livestream” option the formal minutes of the meeting would not be verbatim and would continue to be taken by the Executive Officer. Discussion then took place on the matter with a number of Councillors speaking against the recording of meetings.

It was **proposed by Cllr Harris, seconded by Cllr Kemsley** that the Council would not proceed with the recording of its meetings. Vote carried.

## 11. POLICIES & PROCEDURES

Prior to the meeting Members were provided with a copy of the Webcast Protocol Policy. Members noted that this Policy was no longer required in light of the proceeding item.

Members were provided with an amended copy of the Policy Index.

## 12. STANDING ORDERS

Members were advised that a proposed amendment to Standing Order 3 (S) had been received

- **“All votes shall be recorded votes”**

<sup>1</sup> LGA 1972 S101



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/07/08 – 36

Whilst the proposed amendment itself could not be debated, Members were asked to consider if they wished the proposed amendment to remain an agenda item.

Cllr Pearman advised that the “Model Standing Orders” recommend that they be adopted without changing items shown in **bold type**. Members were also advised that the current Standing Orders already gave Members the ability to request a Recorded Vote. The CEO advised that the proposed amendment was therefore going against sector guidance which was given to Parish and Town Councils. Members were informed that the proposed motion, if allowed to remain, would result in every decision of the Council being taken via a Recorded Vote, rather than the current process which allowed for the option of a Recorded Vote for items of business. Cllr Z Arnold felt that Members of the public should be able to view how their elected representatives voted on issues which they campaigned on.

After a short further discussion it was **proposed by Cllr Leach, seconded by Cllr Z Arnold**, that the proposed amendment would remain as an agenda item for the September Full Council meeting. The proposal was put to a vote; the proposal fell.

The item will not therefore be tabled at the next Full Council meeting.

### 13. ENVIRONMENTAL WORKING PARTY

Cllr Z Arnold requested that a Record Vote was taken.

Members were asked to consider the following Motion: “*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*”.

Cllr Tremlett urged Members to consider the statements made by the member of the public under Agenda Item 6 and the implications which that may have on the Council’s processes (e.g. weed spray). Cllr Tremlett also advised that the Council was already moving towards more “environmentally friendly” products, such as the change in toilet tissue for both the Town Council office and the Pavilion in Bathurst Park. Cllr Leach suggested that a working group would be able to take a wider view, such as the extension of the 20 mph zone in order throughout the Town. Cllr Harley suggested that the Working Group may be able to make suggestions to Lydney in Bloom.

It was **proposed by Cllr Greenwood, seconded by Cllr Carr**, that the Motion would be supported and a Working Group would be formed. Unanimous.

It was **proposed by Cllr Kemsley, seconded by Cllr Carr**, that Cllr Z Arnold would lead the Working Group. Cllr Pearman advised that the Working Group would need to report its findings to Full Council via a hard copy report submitted to the CEO ahead of Full Council meeting.

Responding to a question raised by Cllr Carr, the formation of a Working Group to look at the green spaces maintained by the Council would need to be an agenda item for the Amenities Committee as they currently held the remit for such areas. Members were also advised that the Council held contracts with a number of suppliers for the provision of such services. Noted.





# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/07/08 – 37

14. **HM THE QUEEN'S PAGEANTMASTER VE DAY 75**

Members were asked to consider the formation of a Working Group or bestow Delegated Powers in order that the arrangements for the event may be commenced. Members were also informed of the need to agree a budget for the event (note: this budget would then be added to the 2020/2021 budget as "approved" in order that any advance expenditure may be duly covered.

Cllr Pearman expressed a willingness to take the Lead for the Working Group; Cllrs Harris, Vaughan, Z Arnold and Tremlett expressed a willingness to join a Working Group. It was **proposed by Cllr Pearman** that a Working Group would be formed to organise the event with a budget of £2,500.00 set for the event, with the figure being included in the 2020/2021 budget. Unanimous.

**Action by – Cllr Pearman**

15. **QUALITY GOLD STATUS**

Members were asked to consider if the Council wished to apply for reaccreditation at a cost of £250.00. The CEO explained the work which would need to take place in order to confirm that the Council's website and documentation complied with the scoring criteria. The assistance of Members to ensure such compliance was stressed as without such input no submission would be made. The CEO explained that Members would be required to address certain element. Noted.

It was **proposed by Cllr Greenwood, seconded by Cllr Harris**, that the Council would apply for reaccreditation. Vote carried.

**Action by – the CEO**

16. **NEWSLETTER DISTRIBUTION**

Prior to the meeting Members were provided with an overview document detailing the issues which had been experienced prior and providing options and costs for an alternative arrangement.

During discussion it was noted that a number of areas of the Town were not covered by the existing system which was via a local "free" newspaper. Members were advised that if they elected for the Council's newsletter to be delivered via Royal Mail it would necessitate the newsletters being driven to the Royal Mail Depo at Swindon on a quarterly basis by a member of staff. Responding to a question raised, the CEO drew attention to the costings which had been provided to Members as part of the report, which was a higher cost than currently paid. Furthermore, the CEO advised that in order to comply with Quality Status the Council needed to be able to prove that its newsletters had been delivered, so therefore could not rely on them being delivered by Members.

It was **proposed by Cllr Greenwood, seconded by Cllr Harris**, that the Council would deliver its newsletters by Royal Mail in the future. Vote carried. Members were advised that the Council would be committed for a 12 month period. Noted.

**Action by – the CEO**

17. **FORMAL CORRESPONDENCE RECEIVED**

- Lydney Town Band – Letter from Mr K Ford, advising of a need to erect a fence next the footpath at the rear of their band hut for safety reasons.



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/07/08 – 38

- Children’s Air Ambulance – E-mail from Amy Titterton, Bank & Relationships Manager, enquiring if it would be possible to site one of the organisation’s textile banks on land within the Council’s ownership. **Defer to Forest of Dean District Council. Proposed by Cllr Z Arnold, seconded by Cllr Greenwood.**
- Ministry of Housing, Communities & Local Government (MHCLG) – E-mail from Mrs Wendy Jackson, Forest of Dean District Council, forwarding a copy of an e-mail from Alastair Sayles, Communities and Parks Team, MHCLG requesting a meeting with a representative in order to monitor how the Local Authority Parks Improvement Fund has been spent. Cllr Vaughan to be appointed as the Council’s representative. **Proposed by Cllr Pearman.**

### 18. 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.

The consideration of the formation a Working Party to facilitate funding streams was deferred due to the absence of Cllr L Arnold.

#### 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.

Cllr Harris advised that the Personnel Committee had met recently and resolved that “out of hours” working, other than for Full Council (Monday); Committee and Trust meetings would cease. Furthermore, the CEO and Executive Officer would not be contacted outside of their working hours and that if there were any “Code of Conduct” issues the Council would pursue them robustly.

#### Coastal Communities Team (CCT)

No report given.

#### Community Safety Partnership

Cllr Tremlett advised that it would not be possible for her to attend the next meeting; that Cllrs Pearman would attend in her place with Cllr Z Arnold. Cllr Tremlett officially recommended that her fellow Members raise the issues experienced in the Newerne Street Car Park at the meeting in order that it be minuted.



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/07/08 – 39

## Market Town's Forum

Cllr Pearman advised that a meeting would take place the following week.

## Flood Defence Stakeholder Meeting

Cllr Pearman advised that a meeting took place on 27 June 2019 at which the following topics were discussed (e.g. flood water relief by harbour sluice gates, installation of a grid over the Penstock by Gloucestershire Highways, a solution was still awaited to solve the issue at Cookson Terrace).

Cllr Pearman provided Members with an overview of the discussions which had taken place regarding the issues which had been experienced at Lakeside Avenue due to water run-off from the Persimmon development at Oakdale. It was noted that an informal meeting had taken place between representatives of the developer, the Town Council, Gloucestershire County Council and Forest of Dean District Council to discuss the issues which had been experienced. Cllr Pearman advised that agreement had been reached that Condition 25 of the planning consent had been poorly worded and that the swale should have been installed prior to the occupation of the first house.

Cllr Harris excused herself from the meeting at this point.

## Forest of Dean Health Forum

Cllrs Vaughan and Z Arnold advised that they had not attended the last meeting. Cllr Z Arnold informed Council that he would need to withdraw as the Council's representative to the organisation.

## Multi-use Track Stakeholder Meeting

Cllr Greenwood advised that he and Cllr Carr had attended the first meeting which had taken place since the Ordinary Elections and that first steps were being made regarding engaging with landowners.

## Parish and Town Council Liaison Meeting

Cllr Tremlett advised that she had tendered her apologies due to the late receipt of the meeting agenda.

## Lydney Town Hall

Cllr Tremlett advised that she had attended a meeting the previous week during which thanks were expressed to the Council for arranging for weed spraying to be conducted outside the Town Hall. Cllr Tremlett then provided Members with a summary of the topics raised (e.g. white lining the car park, the need to repair the roof, provision of an AED). Cllr Tremlett advised that the Committee would not be able to assist with the Christmas Lights Switch On this year as they already had a booking for a pantomime. Furthermore, that earlier in the day members of the Committee had met with herself and the CEO in order to re-enforce to the Management Committee's responsibilities, during which the representatives were encouraged to explore funding sources for the building.

## Dementia Awareness

No report.

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/07/08 – 40

19. **DISTRICT COUNCILLORS REPORT**

Whilst District Cllr Topping had originally tendered his apologies for the meeting, he had found himself able to attend, but had not produced a written report for Members.

District Cllr Topping advised that Forest of Dean District Council had appointed a Carbon Neutral Officer on a Part-Time basis; that the Cabinet had held an “away day” in order to focus on strategies; that the Cabinet Support Group were starting to meet.

20. **FOREST OF DEAN DISTRICT CABINET MEMBER’S REPORT**

Prior to the meeting Members were provided with a copy of the invitation which had been issued to all Cabinet members to attend at Lydney Town Council Meeting. It was noted that District Cllr Di Martin would attend the September Full Council meeting.

21. **COUNTY COUNCILLOR REPORT**

Cllr Pearman read out a written report which had been received from County Cllr Preest containing the following matters:

- Offering congratulations to everyone who contributed to Party in the Park.
- Encouraging Members to report Highway issues to himself in order that they may be raised during the forthcoming meeting which would take place between himself, Cllr Pearman and Highway Officers.
- Advising that Stagecoach would operate a fully scheduled bus service through Oakdale commencing 1 September 2019. Dial-a-Ride would also be able to use the route – preventative cameras for other vehicles were in operation.
- Severe disruption for one week on rail services through Lydney will commence Sunday 21 July due to Network Rail improvements at Gloucester.
- It was envisaged that enhancements to walking/cycling routes would commence in September, lasting until early next year.

22. **COUNCILLOR REPORTS**

Cllr Kemsley advised that he would be attending the Lydney & District Twinning Association BBQ on the weekend.

Cllr Vaughan expressed thanks to Members and Town Council staff for attending Party in the Park, which was felt to be a great success.

23. **PRESS RELEASE**

Cllr Greenwood called for the item relating to Press Releases to be moved further up the agenda (perhaps after the Mayor’s Report), in order that the Council may demonstrate the work which was being undertaken.

It was agreed that a Press Release would be issued on the declaration of a climate emergency; the Press Release would be produced by Cllr Z Arnold, subject to discussion with the CEO.

**Action by – Cllr Z Arnold**



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/07/08 – 41

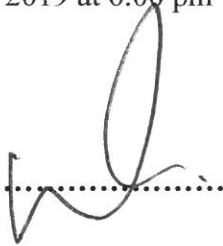
21. **MEETING DATES**

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

- |                             |                                   |
|-----------------------------|-----------------------------------|
| 15 July 2019 at 7.00 pm     | - Amenities Committee             |
| 29 July 2019 at 7.00 pm     | - Charitable Trusts               |
| 9 September 2019 at 6.00 pm | - Planning Committee/Full Council |

Meeting closed at 9.33 pm

Chairman .....



Date ..... 09 / 09 / 19 .

**Actions from Full Council meeting on 10 June 2019**

| Agenda Item | Action   |
|-------------|--|
| 5.          | <ul style="list-style-type: none"> <li>• Cllr Z Arnold to advise the adult that all contact for Councillors should be made via the Town Council Office. <b>Noted</b></li> <li>• Cllr Z Arnold to attend the next Lydney Hub meeting and issue an invitation to them to attend a future Town Council meeting and advise office of date. <b>Pending – Cllr Z Arnold</b></li> <li>• Cllr Z Arnold to provide Members with an overview of the Lydney Hub meeting at the July Full Council meeting. <b>Verbal Update – Cllr Z Arnold</b></li> </ul>   |
| 7.          | <ul style="list-style-type: none"> <li>• CEO to ensure that the Civic sponsorship of match balls for Lydney Cricket Club and Lydney Tennis Club is an agenda item for the June Finance and Scrutiny Committee meeting. <b>Done. Cheques issued</b></li> <li>• Cllr Pearman to ask the former Mayor if he would release a copy of the latest correspondence with the Monitoring Officer at Forest of Dean District Council. <b>Pending - Cllr Pearman</b></li> </ul>  |
| 8.          | CEO to circulate the proposed date (17 June 2019) for Financial Awareness Training to all Members in order that they may confirm their availability. <b>Done. Training conducted, number of members absent from the training session</b>   |
| 12.         | CEO to obtain quotations for “live streaming” and audio recording systems. <b>Done. Agenda item</b>  |
| 13.         | CEO to proceed with the provision of generic e-mail addresses for Councillors. <b>Done. Order placed.</b>  |
| 14.         | CEO to write to Forest of Dean District Council and extend an invitation to all Cabinet members to attend future meetings on an individual basis; if a specific issue was experienced then additional Cabinet Members would be requested to attend. <b>Done. Response from DCllr Di Martin only received.</b>  |
| 15.         | <ul style="list-style-type: none"> <li>• CEO to register the Town Council’s participation with VE Day 75 which will take place on 8 May 2020. <b>Unable to register participation until Council decide what form their participation will take and the venue for same. Awaiting council response.</b></li> <li>• CEO to ensure that VE Day 75 is an agenda item for the July Full Council meeting in order that Members may consider the form their participation take, how the arrangements for such will be organised and also agree a budget for same. <b>Done.</b></li> <li>• Cllr Leach to attend the AGM of Gloucestershire Association of Parish and Town Councils at the Gambier Parry Hall, Highnam Community Centre, GL2 8DG on Saturday 20 July 2019 commencing at 10.30 am. <b>Pending update</b></li> <li>• Cllrs Pearman and Z Arnold to attend The Dean Academy’s Presentation Evening on 27 June 2019 at 7.00 pm at St Mary’s Church. <b>Pending update</b></li> <li>• CEO to contact the Trustees of The Methodist Chapel, Springfield Road, to ascertain if they would be interested in disposing of a portion of their land. <b>Declined</b></li> <li>• CEO to express thanks to the member of public in respect of their poem and to request their consent to use same in newsletters/signage in Bathurst Park. <b>Done. Gaining quotes to be tabled at Trust Meeting re. signage</b></li> </ul> |
| 19.         | <ul style="list-style-type: none"> <li>• CEO to ensure that Cllr Z Arnold’s motion “<i>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.</i>” is an agenda item for the July Full Council meeting. <b>Agenda item.</b></li> <li>• CEO to ensure that the possible formation of a Working Party to consider income streams for the Town Council was an agenda item for the June Finance and Scrutiny Committee meeting. <b>Agenda item for F&amp;S</b></li> </ul>   |

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|  | <ul style="list-style-type: none"><li>• CEO to investigate options for the distribution of the Town Council's newsletter for Members consideration. <b>Costings tabled</b></li><li>• CEO to ensure that the restriction of Primrose Hill Road due to the parking of numerous cars was an agenda item for the July Planning and Highway Committee meeting. <b>Agenda item – P&amp;S</b></li><li>• CEO to compose a congratulatory letter from the Mayor to The Victoria Centre in respect of their Queens Award for Voluntary Service. <b>Done.</b></li><li>• CEO to ensure that an agenda item in respect of ideas as to how to enhance the public's perception of the Council's work was included on the Agenda for the July Full Council meeting. <b>Agenda item.</b></li><li>• Members to consider providing a statement outlining their aims for their term in office which may be published on the Town Council's website and in its newsletter.<ul style="list-style-type: none"><li>- <b>Pending responses from councillors – To date, no submission from any one member.</b></li></ul></li></ul> |
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