

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/10/14 – 66

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 14 October 2019 at 7.02 pm.

**PRESENT:** Cllrs W Leach (Chairman), L Arnold, Z Arnold, J Carr, J Greenwood, A Harley, R Holmes, R Kemsley, P Macklin, A Preest, T Tremlett and S Turner

Police and Crime Commissioner Martin Surl  
Two representatives from Lydney Hub  
District Cllr M Topping  
Four members of the Public  
Mr A Maliphant – Town Clerk  
Miss C Wheeler – Assistant Clerk – Minute Taker

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Cllr Leach 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 Leach welcomed the two newly elected Members, Cllrs Macklin and Turner, to their first meeting.

1. **APOLOGIES**  
Apologies for absence were received and accepted from Cllrs Legge and Vaughan.
2. **DECLARATIONS OF INTEREST**  
None.
3. **MINUTES OF PREVIOUS MEETING**  
Approval of the public minutes of the Extra Ordinary Full Council meeting held on 9 September 2019 was **proposed by Cllr Tremlett, seconded by Cllr L Arnold.**  
Unanimous.

It was noted that the confidential section of the minutes would be considered in closed session.

4. **POLICE MATTERS**  
Cllr Leach welcomed PCC Surl to the meeting.

PCC Surl explained his role to Members and provided an overview of his background. Noting that a few questions relating to anti-social behaviour had been submitted by Members in advance of his attendance, PCC Surl expressed a belief that anti-social behaviour was low level crime and he advised that a member of his staff attended CSP meetings at Forest of Dean District Council. Whilst not all anti-social behaviour was reported, PCC Surl advised that the levels for the Forest of Dean were coming down as a whole, and whilst crime figures were up, they were not up as much as across the rest of the country.

PCC Surl advised that more Police Officers were provided for the Forest of Dean, however, he agreed that there were not enough. Rural Officer and School Beat Officers were being re-introduced and greater efforts were being made on preventative functions. PCC Surl provided Members with an overview of the grants which had been awarded



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by his office throughout the Forest of Dean, together with contributions which had been made towards CCTV systems.

PCC Surl stated that all Statutory organisations had a duty to reduce crime, including the Fire Brigade, Health Service, etc and he encouraged all present to contact his office with their thoughts. Members were advised that burglaries were being targeted by the Constabulary due to the issues which were experienced in the Forest last year.

Cllr Kemsley arrived at this point.

Members were informed by PCC Surl that Police Officers were deploying an increasing amount of their resources towards locating missing people and also understanding the needs of young people. Furthermore, PCC Surl advised that the decision to close the Forest Police Stations had been made prior to his appointment, however, he had managed to retain Coleford Police Station and he stressed that the Police still retained the Lydney Police Station which he hoped would re-open at some point.

Cllr Preest questioned if PCC Surl would be able to apply pressure on Forest of Dean District Council to resolve issues which were being experienced with anti-social behaviour in Newerne Street Car Park. PCC Surl felt that the CSP should be held accountable and should ask pertinent questions of Forest of Dean District Council in order that the issue was addressed but he appreciated that partnership working would be required to resolve problems.

PCC Surl felt speeding to be an issue and the Police were now looking at sites where the community had highlighted concerns; encouragement was given to members of the public to continue to report issues. Members were informed that three times more speeding enforcement was being conducted and that whilst the Constabulary could not make money out of such enforcement, it was able to cover its costs.

Responding to a question raised by Cllr Leach PCC Surl advised that most crime was drug related and it affected every area of the community. PCC Surl stressed that members of the public needed to inform the Police when they noticed groups moving into the area. Discussion then took place on the efforts which had taken place to tackle such issues and the challenges faced by front-line Officers. Responding to a question raised by Cllr Greenwood, PCC Surl advised that by the end of next year 46 new Officers would be recruited for the county.

There being no other questions PCC Surl excused himself from the meeting at this point.

Cllr Preest excused himself from the meeting.

At this point Cllr Leach brought forward Agenda Item 9 – Lydney Hub, however, the minutes reflect the order as shown on the agenda.

5. **YOUTH FORUM**  
No report given.

6. **OPEN FORUM**  
Member of the public – questioned if Cllr Z Arnold had released confidential information to the local press. During discussion it was explained that Cllr Z Arnold was unable to



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answer the question which had been put to him.

### 7. TOWN CLERK'S REPORT

The Clerk drew attention to the completed actions list which had been circulated prior to the meeting, the contents of which were noted (Appendix A).

#### Review of Committee and Working Parties

The Clerk presented Members with a draft overview of Committee Membership effective October 2019. It was noted that following his election Mr R Kear had yet to make contact with the Clerk to take up his seat on the Council, despite being invited to.

Members were asked to consider reviewing the number of Members currently on each Committee in order that business could be transacted efficiently. Cllr Z Arnold spoke in favour of allowing the current membership number to remain as he did not wish Committee membership to be restricted by a specific number. Members were advised that the reformation of the Personnel Committee would be considered in Closed Session. It was noted that all Members were able to attend Committee meetings, irrespective of whether they were a member of a Committee, however, they would only be permitted to speak subject to the Committee Chairman's consent.

During discussion Cllrs Carr and Tremlett expressed a desire to step down from the Planning & Highway Committee. Cllr Kemsley spoke against all Councillors being required to attend meetings of the Charitable Trusts. No further discussion took place on placing a limit on the number of Councillors who could join a Committee.

Consideration then turned to Working Parties and after a short discussion the following Members voiced an interest in joining the Parties shown below:

#### Environment (incorporating Green Spaces)

Lead Councillor: Cllr Carr

Membership: Cllrs J Carr, Z Arnold, Greenwood and L Arnold

#### Youth

Lead Councillor: Cllr Z Arnold

Membership: Cllrs Z Arnold, Macklin, Turner, Harley, L Arnold

#### VE Day 75

Lead Councillors: Cllrs Preest and Legge

Membership: Cllrs Preest, Legge, Vaughan plus representatives from the RBL Lydney Branch.

#### Events

Cllr Kemsley advised that responses to his e-mail were awaited from the majority of his fellow Councillors.

The Clerk requested that Members inform him as soon as possible if they wished to stand down as a representative to an Outside Body.

**Action by – all Councillors**



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Members were reminded that whilst Terms of Reference existed for the Council's Committees, none currently existed for Working Parties. Working Party Members were advised that they would need to draft a suitable Term of Reference document for consideration by their respective sovereign Committees.

Cllr Leach then brought forward Agenda Item 11 – Appointment of Committee Chairman, however the minutes reflect the order as shown on the Agenda.

### Review of Process for Tree Management

Members were informed that an annual Tree Survey was conducted by TrunkArb Tree Surgery Ltd as part of their contract and that as a result of the 2019 Survey the Council (and its Trusts) were required to undertake work to a number of trees on its land. The Clerk advised that a Tenders page had been created on the Town Council's website which displayed documentation detailing the work required by all three organisations and inviting quotations for same to be submitted to the Clerk within a defined timeframe. The Clerk advised that three quotations would be obtained for each organisation's work which would then be considered by the relevant Committee/Trust. It was noted that no trees had been deemed as dangerous and the Clerk gave a commitment to complete any necessary documentation in order to obtain consent from the Local Planning Authority in order to undertake the works.

### Christmas 2019

Members were informed that a response was still awaited from Viscount Bledisloe regarding his availability to assist with turning on the Town's Christmas Lights. The need for all Councillors to attend to marshal the event was stressed.

## 8. FINANCIAL MATTERS

| FINANCIAL STATEMENT -                          | OCTOBER 2019      |  |
|--|-------------------|--|
| <u>Opening Bank Balances as 1st April 2019</u> |                   |  |
| LLOYDS BANK - Current account                  | 98,188.61         | <i>2018/19 Commitments<br/>Brought Forward</i> |
| LLOYDS BANK - Lydney In Bloom - Current        | 1,362.14          | £6,110.00                                      |
| 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          |  |
| 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> |  |
| LLOYDS BANK - General Reserve                  | <b>170,513.03</b> | <b>319,608.53</b>                              |
|  |                   | <b>442,657.58</b>                              |
| <u>RECEIPTS</u>                                |                   |  |
| Receipts APRIL                                 | 280,260.31        |  |
| Receipts MAY                                   | 13,032.47         |  |

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|  |                   |                    |
|--|-------------------|--------------------|
| Receipts JUNE  | 2,476.93          |                    |
| Receipts JULY  | 14,059.69         |                    |
| Receipts AUGUST  | 4,275.48          |                    |
| <b>Receipts SEPTEMBER</b>                                | <b>280,414.65</b> | See Separate Sheet |
| Receipts OCTOBER   |                   |                    |
| Receipts NOVEMBER  |                   |                    |
| Receipts DECEMBER  |                   |                    |
| Receipts JANUARY   |                   |                    |
| Receipts FEBRUARY  |                   |                    |
| Receipts MARCH   |                   |                    |
| <i>Lydney In Bloom: Income banked to LIB current a/c</i> | <i>1,100.00</i>   |                    |
| <b>Total Receipts YTD</b>                                | <b>595,619.53</b> |                    |

### PAYMENTS

|  |                   |                |
|--|-------------------|----------------|
| Payments APRIL   | 5,127.18          |                |
| Payments MAY   | 72,529.88         |                |
| Payments JUNE  | 92,281.41         |                |
| Payments JULY  | 38,696.34         |                |
| <b>Payments AUGUST</b>                                       | <b>44,497.63</b>  |                |
| Payments SEPTEMBER   | 6,525.77          |                |
| <b>Payments OCTOBER</b>                                      | <b>92,632.15</b>  | Detailed Below |
| 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>353,066.61</b> |                |
|  | <b>685,210.50</b> |                |

|  |                     |                   |
|--|---------------------|-------------------|
| <b>Reconciled Bank Statements as at end</b>    | <b>SEPTEMBER 19</b> |                   |
| <b>LLOYDS BANK - Current account</b>           |                     | <b>342,581.69</b> |
| <i>LLOYDS BANK - Lydney In Bloom - Current</i> |                     | <i>1,685.89</i>   |
| <i>LLOYDS BANK - LGPS - Current</i>            |                     | <i>23,504.14</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 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>174,905.28</b> |
| <b>Bank Balances as at: 30-Sept-19</b>         |                     | <b>685,210.50</b> |

### OCTOBER PAYMENTS

|  |          |           | <b>Chg. No</b> | <b>Description/Spending Power:</b>      |
|--|----------|-----------|----------------|---|
| <u>Payment made by Direct Debit/Standing Order</u> |          |           |                |   |
| ATOS Fuel Genie                                    | 13.09.19 | 443.81    | DD             | Van Fuel/Cemetery/BPRT Recharge         |
| Forest Equipment Service Ltd                       | 20.09.19 | 1,212.90  | STO            | Litter – Gen/Harbour/Cemetery/Do gwaste |
| EE Limited   | 23.09.19 | 14.45     | DD             | Telephone/Internet                      |
| FoDDC  | 23.09.19 | 84.00     | DD             | Cemetery Maintenance                    |
| Cable Stream Ltd                                   | 25.09.19 | 140.81    | DD             | Telephone/Internet                      |
| Redline Telecom                                    | 27.09.19 | 38.94     | DD             | Telephone/Internet                      |
| Bathurst Park Recreation Trust                     | 30.09.19 | 26,850.00 | BACS           | Donation                                |

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|   |                       |                  |      |               |
|---|-----------------------|------------------|------|---------------|
| Lydney Recreation Trust                             | 30.09.19              | 10,257.50        | BACS | Donation      |
|   | <u>Direct Debits:</u> | <u>39,042.41</u> |      |               |
|   | <u>Sub total</u>      |                  |      |               |
| <b>Interim Payments made in advance of meeting:</b> |                       |                  |      |               |
| Gloucestershire Market Towns Forum                  |                       | 250.00           | 9506 | Subscriptions |
| Corporate: HMRC: Revised                            |                       | 4,107.08         | BACS | August        |
| Corporate: Glos LGPS: Revised                       |                       | 4,612.10         | BACS | August        |
| Corporate: Payroll                                  |                       | 12,897.89        | BACS | September     |
| Corporate: HMRC                                     |                       | 2,681.27         | BACS | September     |
| Corporate: Glos LGPS                                |                       | 4,060.41         | BACS | September     |
|   |                       | <u>28,608.75</u> |      |               |

### Payments for approval at meeting held on: 14<sup>th</sup> October 2019

|   |                                  |                  |      |         |                           |
|---|----------------------------------|------------------|------|---------|---------------------------|
| Corporate: Payroll                          |                                  | 12,637.32        | BACS | Monthly | October                   |
| Corporate: HMRC cancelled cheque            |                                  | 3,702.29         | BACS | Monthly | October                   |
| Corporate: Glos LGPS cancelled cheque       |                                  | 4,080.83         | BACS | Monthly | October                   |
|   | Payments Sub                     |                  |      |         |                           |
|   | Total                            | <u>20,420.44</u> |      |         |                           |
| Cancelled Cheque                            |                                  | -1,840.00        | 9505 |         | Training                  |
| DBC Solutions T/A Dean Fire                 |                                  | 36.00            | 9507 | Annual  | Establishment             |
| Dean Mowers Ltd                             |                                  | 45.49            | 9508 | Ad Hoc  | UTV Running Costs         |
| Exhaust Tyres and Batteries (Worcester) Ltd |                                  | 15.00            | 9509 | Ad Hoc  | Machinery/Tools/Repairs   |
| Forest of Dean District Council             |                                  | 4,879.40         | 9510 | Ad Hoc  | Electoral Fees            |
| Light Fantastic DIY Ltd                     |                                  | 75.73            | 9511 | Monthly | Street Furniture/Building |
|   |                                  |                  |      |         | Maintenance               |
| Lydney Training Band                        |                                  | 350.00           | 9512 | Ad Hoc  | Civic Donation            |
| Mincost Ltd                                 |                                  | 24.95            | 9513 | Ad Hoc  | PPE                       |
| Office Star Group Ltd                       |                                  | 131.94           | 9514 | Annual  | Stationery                |
| SLCC  |                                  | 352.80           | 9515 | Ad Hoc  | Advertising               |
| Tindle Newspapers Ltd                       |                                  | 296.64           | 9516 | Ad Hoc  | Advertising               |
| Expenses                                    |                                  | 192.60           | 9517 | Monthly | Training                  |
|   | Payments for approval: Sub total | <u>4,560.55</u>  |      |         |                           |

**TOTAL PAYMENTS**      **October**      92,632.15

### A list of unpresented Cheques (For Information only)

|                                 |              |                 |
|---------------------------------|--------------|-----------------|
| Mincost Ltd                     | 89.31        | 9471            |
| Mincost Ltd                     | 32.00        | 9499            |
| The Royal Horticultural Society | 1,840.00     | 9505            |
|                                 | <u>Total</u> | <u>1,961.31</u> |

Attention was drawn to the Financial Statement which had been provided to Members. The Clerk advised Members of the need to comply with the Council's Standing Orders and Financial Regulations regarding the approval of payments. Accordingly, Members were advised that the provision of a Financial Statement would re-commence at Full Council meetings with immediate effect.

### Monthly Payment Listing – Month 7

Receipt of the monthly payment schedule (Month 7 – including the transfers/virements shown below) was then **proposed by Cllr Tremlett, seconded by Cllr Carr**. Unanimous.

Approval of the payments therefrom **proposed by Cllr Tremlett, seconded by Cllr Carr**. Unanimous.

### Virements

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

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## Transfers

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

## Cheque Signatories

Members were informed of the need to increase the number of cheque signatories on the Town Councils, Lydney Recreation Trust and the Bathurst Park and Recreation Trust bank accounts. Cllrs Carr and L Arnold volunteered to act as additional cheque signatories.

## 2020/2021 Draft Budget

Members were advised that a full budget review would take place at the November Full Council meeting.

### 9. LYDNEY HUB

Prior to the meeting Members were provided with a copy of the business plan which had been provided by Lydney Hub (The Hub).

Cllr Leach welcomed Emily and Rich from The Hub to the meeting. Emily provided Members with an overview of The Hub's formation and the new premises which they had been offered in the Town. Members were informed of the need for The Hub to ensure that it was sustainable and Emily spoke on the current plan for a café to be operated on the Ground Floor with a Youth Club utilising the first floor.

Rich informed Members that whilst The Hub had registered in July for Charitable Incorporated Organisation (CIO) status, it was still awaiting a decision from The Charity Commission due to a backlog in their case load. Members were then provided with a more in-depth explanation regarding the operation of the café and the return which would be provided to The Hub; details of the funding applications which had been submitted to numerous organisations in addition to those due to be completed. Members were informed by Emily that £1,200.00 had been contributed by local businesses towards The Hub's plans and that Gloucestershire County Council had agreed to cover the first quarter's rent.

Members noted that the Council had previously stipulated that The Hub had to satisfy certain criteria (e.g. a Constitution, audited Financial Accounts and the inclusion of a Town Councillor on its Board of Trustees once it achieved Charitable status) before the £25,000 earmarked funding could be released.

After a short further discussion, it was agreed that The Hub would inform the Town Council once their CIO application had been approved. Furthermore, it was **proposed by Cllr L Arnold, seconded by Cllr Kemsley**, that Cllr Macklin would be appointed as the Town Council's representative to The Hub. Unanimous.

As there were no other questions the representatives from The Hub excused themselves from the meeting.

### 10. QUALITY GOLD ACCREDITATION

Members were advised that work on the Council's re-accreditation had been placed on hold. Whilst registration fees had been paid these would be held until the Council re-commenced the application process.



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After a short discussion it was **proposed by Cllr Tremlett, seconded by Cllr Carr**, that the Council would suspend any work on its re-accreditation for six months. Unanimous.

### Newsletter Distribution

Members were reminded that the Council was contracted with its current distributor of its newsletters until 31 March 2020. Furthermore, that at the July Full Council meeting Council had resolved to utilise Royal Mail for the distribution of its newsletters from 1 April 2020 for a period of 12 months. It was **proposed by Cllr Carr, seconded by Cllr L Arnold**, that the Council would defer further consideration relating to the distribution of its newsletter for six months. Unanimous.

Cllr Carr requested that investigations take place into printing the Council's newsletter on recycled paper and Cllr Holmes requested that Members be provided with an electronic copy of the newsletter prior to its distribution.

**Action by – the Clerk**

### 11. APPOINTMENT OF COMMITTEE CHAIRMEN

Members were asked to consider the appointment of the following Committee Chairmen:

**Amenities Committee** – Cllr Leach **proposed** that Cllr Tremlett be appointed to the position. Unanimous.

**Burial Committee** – Cllr Leach advised that Cllr Vaughan had reconsidered her decision to stand down as the Committee Chairman and would, in fact, continue with her appointment.

**Bathurst Park and Recreation Trust** – Cllr Vaughan advised that Cllr Kemsley had been appointed as Trust Chairman and that Cllr Vaughan had agreed to act as the Trust's Vice Chairman.

### 12. FORMAL CORRESPONDENCE RECEIVED

- Lydney Dial-a-Ride – Letter from Ms L Currie, Manager, outlining the work undertaken by the organisation for those members of the community who have limited access to public transport. Ms Currie enquired if the Town Council would consider supporting the organisation through parish funds and offered to attend a Council meeting in order to explain more fully the Dial-a-Ride operation/address questions. **It was agreed that an invitation would be extended to Ms Currie to attend a future meeting and provide Members with a presentation.**

**Action by – the Clerk**

- Member of the Public – E-mail querying if information on Councillor's resignations was still available on-line, or if no longer available on-line, requesting that they be provided with a copy. It was **proposed by Cllr Z Arnold, seconded by Cllr T Tremlett** that the Council would only provide information on the names of current Councillors and the date of their election/resignation should any such requests be received in the future. Unanimous. It was also noted that the Council would need to comply with GDPR should members of the public insist on being provided with a reason for a Councillors resignation.

**Action by – the Clerk**

- Gloucestershire Association of Parish and Town Councils – E-mail from Ms S Creswick, Senior Advisor, stating that as three candidates stood for the three vacancies on the Executive Committee all candidates (Cllrs Roger Beard, Ray Cotton and Nick Penny) now represent the Forest of Dean on said Committee.



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- Member of the Public – E-mail expressing concern regarding suspicious activity in Centurion Road (e-mail forwarded to Police for attention).

### 13. COMMITTEE & OTHER REPORTS

#### Amenities Committee

Cllr Tremlett reminded Members that the Christmas Lights Switch On would take place on Saturday 23 November 2019.

#### Finance & Scrutiny Committee

No report given.

#### Planning & Highway Committee

Due to Cllrs Preest's absence the Clerk advised that a separate meeting would be organised to respond to Forest of Dean District Council's "Issues and Options" document. Cllr Z Arnold advised that a separate meeting would take place in the future to consider the need to update the Neighbourhood Development Plan for Lydney.

#### Lydney Recreation Trust

Cllr Kemsley advised that work was being undertaken to resolve an issue which had been experienced with the electrical supply to the floodlights on the Rugby training pitch.

### 14. DISTRICT COUNCILLORS REPORT

District Cllr Topping advised that Forest of Dean District Council hoped to be in a position to consult on its Local Plan in 2020. Furthermore, that efforts were being made to make the District carbon neutral by 2030.

District Cllr Topping also spoke on the funding gap which existed at Forest of Dean District Council, gave a commitment to investigate issues in Newerne Street Car Park, advised that Lydney and District Angling Club had offered to clear bottles/litter from the Lyd.

### 15. COUNTY COUNCILLOR REPORT

Prior to the meeting Members were provided with a copy of County Cllr Preest's report (Appendix B), the content of which was noted.

### 16. COUNCILLOR REPORTS

Cllr Tremlett advised that she had attended a CSP meeting; that a presentation by Caroline Smith, Senior Manager Engagement & Inclusion, Gloucestershire Clinical Commissioning Group would take place to the Town Council on 21 October 2019; tendered apologies for the last Lydney Town Hall Trust Management Committee meeting; attended a Destination Harbour meeting which may result in better partnership working with Forest of Dean District Council; attended an in-house internal Audit for which one Member had been absent; attended a RBL Lydney Branch Remembrance Sunday planning meeting; arranged for the Mayor to be introduced to Forest of Dean District Council's Cabinet; participated in the shortlisting of candidates for the Town Clerk vacancy and the subsequent interviews.

Cllr Holmes advised that he had been approached by a member of the public to ascertain the pesticides used by the Town Council; corresponded with District Cllr Martin and the Cabinet regarding the proposed increase in car park charges for District Council owned car parks for which Cabinet had suggested that the Town Council may wish to take the car park over; voiced concern that comments could be posted on the Town Council's Facebook page without any checks being made on the comments posted or comments being edited. Cllr



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Leach agreed that an item would be included on the next Full Council meeting in order that the Council may determine a policy regarding its Facebook page.

**Action by – the Clerk**

Cllr L Arnold advised that he had received approaches regarding bus timetables.

Cllr Leach reported that he had met with Forest of Dean District Council's Cabinet and as a result of his discussions he voiced an intention to arrange a meeting for Members to participate in a "bigger picture" discussion for Lydney; that the Council's meeting with Caroline Smith, Senior Manager Engagement & Inclusion, Gloucestershire Clinical Commissioning Group would take place at The Dean Academy on 21 October 2019 as the Council may hire the facility for future meetings if it was felt to be a more advantageous environment.

17. **PRESS RELEASE**

Members felt that press releases could be issued to welcome the new Town Clerk (once appointed) and the three newly elected Councillors.

18. **MEETING DATES**

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

21 October 2019 at 6.00 pm - Amenities Committee  
11 November 2019 at 6.00 pm - Planning Committee/Full Council

The Assistant Clerk excused herself from the meeting at this point.

**EXCLUSION OF THE PUBLIC & PRESS**  
**Page 76 (Inclusive) - CLOSED SESSION**

3. **MINUTES OF PREVIOUS MEETING**

The confidential minutes from the closed session on September 9<sup>th</sup> were **proposed for acceptance by Cllr Leach** from the chair, agreed unanimously.

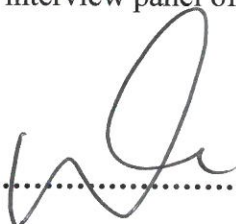
26. **STAFFING MATTERS**

Resolved to:-

- Note the circulated information around the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004, the NJC pay scales for 2019/20, the clerk's job description and person specification, and the NALC model contract of employment.
- Approve the revised terms of reference for the Personnel Committee.
- Delegate the appointment processes in respect of the Town Clerk vacancy to the interview panel of Cllrs Leach, Tremlett and the Clerk

Meeting closed at 10.30 pm

Chairman .....



Date ..... 11.11.19 .....

**Actions from Full Council meeting on 9 September 2019**

| Agenda Item | Action   |
|-------------|--|
| 9.          | <ul style="list-style-type: none"> <li>The Clerk to ensure that those Members who were due to undertake the next in-house audit would receive a reminder for the date for the audit. <b>Done.</b></li> <li>Publish a "Notice of Conclusion of Audit" in respect of End of Year 2018/2019. <b>Done.</b></li> <li>Transfer the second half of the approved donations to the Bathurst Park and Recreation Trust and Lydney Recreation Trust following receipt of the second half of the Precept payment. <b>Done.</b></li> </ul>    |
| 10.         | <ul style="list-style-type: none"> <li>Agenda item for October meeting – Review of Committees. <b>Done.</b></li> </ul>   |
| 12.         | <ul style="list-style-type: none"> <li>The Clerk to extend an invitation to Lydney Hub to provide Members with a presentation on their Business Plan at the October meeting. Council to appoint a representative to Lydney Hub at said meeting. <b>Done.</b></li> </ul>  |
| 13.         | Cllr Preest to attend the RBL meeting on 18 September 2019 and provide the Council with an update on any plans the RBL may have regarding VE Day 75.   |
| 14.         | Cllr Preest to confirm if the fare levied by Lydney Dial-a-Ride was the same rate as Stagecoach.   |
| 15.         | Agenda item for next Lydney Recreation Trust meeting – Lydney Market. <b>Done.</b><br>The Clerk to make enquiries with the owner of the site to establish when the market would cease trading. <b>Done.</b>  |
| 16.         | The Clerk to arrange an extra ordinary meeting to receive a presentation from representatives from NHS Gloucestershire Clinical Commissioning Group and Gloucestershire Care Services NHS Trust and 2gether NHS, together with the Friends of Lydney Hospital. <b>Done.</b>  |
| 17.         | The Clerk to offer the use of its Council Chamber for a Community First Aid course.  |
| 18.         | The Clerk to inform GAPTC that the Council would utilise its vote to support the appointment of Cllr Nick Penny, Coleford Town Council to GAPTC's Executive Committee.   |
| 19.         | <ul style="list-style-type: none"> <li>Cllr Leach to obtain an explanation regarding the reason for the cancellation of the last scheduled meeting of the Coastal Communities Team.</li> <li>The Clerk to arrange for the next meeting of the Flood Defence Stakeholder Group to be postponed until October. <b>Done.</b></li> <li>Cllr Greenwood to raise the possibility of the Multi-use Track Stakeholder Group providing a business plan in order that a copy may be provided to Gloucestershire County Council.</li> </ul> |
| 23.         | The Clerk to arrange for a future agenda item to be included in order that Members may be informed of S106 contributions which may be forthcoming.   |

## **Lydney Division County Councillors Report Autumn 2019**

### **Infrastructure**

Following a six month delay due to contractual issues the Gloucestershire First Local Enterprise Partnership funded £1 million Lydney Cycling Scheme commences construction on 7 Oct. A “meet the contractors” public event took place in Lydney Town Hall on 3 Oct.

The Gloucestershire County Council (GCC) Senior Engineer from our Highways Commissioning Team reports “the event was very well received “. The scheme will connect Aylburton, Lydney town centre, the rail station, Dean Academy and surrounding residential areas. The scheme will serve to compliment the recent announcement of £2.1 million earmarked for improvement works in and around Lydney Docks, bringing much needed regeneration to that area.

GCC also plan to invest £30,000 to develop a digital map of Gloucestershire’s cycle network. We have a visionary aspiration for people to be able to travel by cycle between the urban areas of Tewkesbury, Cheltenham, Gloucester Stroud and in due course the Cotswolds and Forest.

At the Forest of Dean District Council (FoDDC) convened Local Enterprise Partnership Meeting on 18 Sep, in my capacity as GCC Planning and Infrastructure Champion , I once again gave a commitment to broker a meeting between interested parties and the GCC cycling Advisory Group with regard to linking Lydney to Whitecroft/Parkend by cycle if an affordable “solid” and importantly safe route plan is arrived at. As circa 95% of the route is predominantly within the West Dean remit of control I firmly believe that elected Cllrs /organisations within that area should be the ones to drive deliverance.

The GCC Local Highways Manager Brian Watkins and myself continue to meet regularly and we have devised our “wish list” of resurfacing and micro surfacing highway requirements for the Division. Harbour Road, Tutnalls Street, Hams Road, Albert Street, Church Road - from the bypass to Lydney Cross, Forest Road to Norchard, Bathurst Pool to Aylburton, Lakeside Avenue and Wyntours Parade are all on our radar. Obviously, if you feel that other particular areas need adding to the list then please advise.

Church Road in Aylburton for a distance of 0.82k from the A48 is due for improvement works in the near future

The construction of a pavement at the top of Highfield Hill connecting the new developments will commence on 7 Oct. Highway works have been “booked” for 4 weeks to enable this. The delay on construction was due to the discovery of an “unmapped” Severn Trent pipe.

### **Bus Services**

Stagecoach significantly amended their local services on 1 Sep. Notwithstanding, ongoing concerns in other areas of the Forest, Service 23 (Coleford - Lydney - Gloucester and return) appears to have generally “bedded in” quite well. Stagecoach Service 25 now serves the Oakdale Estate via the Lakeside Bus Gate.

GCC Cabinet Planning and Infrastructure Portfolio Holder Cllr Nigel Moor, GCC Officers and myself met on 25 Sep with Stagecoach South West Managing Director Rupert Cox, in



what was an excellent meeting an open constructive dialogue with Rupert was evident. As a result of continuous passenger monitoring the defining factor which obviously as a commercial operator equates to revenue, the potential of future “service tweaks” is always on the agenda.

At my suggestion Rupert has also agreed that a Stagecoach Manager is made available to attend a meeting with FoDDC Members at Coleford and that the invite is extended to representatives from Town and Parishes. I am currently awaiting a couple of dates from FoDDC to progress this.

On the 24 Sep, Cllr Nigel Moor visited Lydney. We met with various individuals around the town including representatives from Dean Forest Railway, Lydney Yacht Club, the Environment Agency and Forest Community Transport (Lydney Dial a Ride). An excellent morning that continued my ongoing commitment to bring Senior GCC Cllrs and Officers to Lydney.

A special mention to Lydney Dial a Ride and specifically Louise Curry who has done a tremendous job in taking up some of the slack (Service 777) particularly on the Lydney Hospital route that Stagecoach left behind. There may be potential for future extra services, Service 777 is a scheduled service which enable concessionary passes to be used.

### **Rail**

Transport for Wales (TFW) continue to frustrate. Recent examples:

Weds 2 Oct - 1645 from Cheltenham (1658 Gloucester, 1717 Lydney) cancelled.

Thurs 3 Oct - as above.

Fri 4 Oct - as above. Further compounded by the service an hour later also cancelled.

Coincidentally as I write this Mon 5 Oct - 1645 from Cheltenham cancelled.

I have many more instances of issue with the TFW service through Lydney. Arriva Trains (Wales) were not perfect by any means, but, since 14 Oct last year when the Welsh Government started playing with trains under the guise of TFW to say the service is not good is a complete understatement.

Needless to say, GCC will be striving to get answers and future commitment from TFW on this issue. I am also regularly briefing the MP.

TFW compensation claim forms for late running or cancelled trains are available from TFW staffed stations (if you can get there !!!) or by ringing 0333 3211 202.

### **Adult Mental Health**

Since the sad and untimely death of my GCC colleague Cllr Jack Williams (Churchdown Division) earlier this year, the impact of Adult Mental Health issues at GCC has dramatically and quite rightly risen on the agenda. Half day sessions on Adult Mental Health awareness have been arranged for Members and District colleagues. On the 2 Oct, FoDDC Cllr Claire Vaughan and myself attended the session at Shire Hall, in what was an intense and at times an emotive 4 hours I can unequivocally recommend to anyone the value of this training.

### **Local Plan**

FoDDC has begun the process to create a new Local Plan for the District which will direct the way our area is developed between 2021-2041. The current FoDDC Core Strategy (old Local Plan) in my view was never fit for purpose and particularly concerning the Lydney



Area left little vision or appetite for infrastructure provision and improvement when balanced against the amount of new housing that is being delivered. It is vitally imperative that we now get the new Local Plan absolutely correct and relevant and achieve at the very least infrastructural balance. Please have a very close look.

Comments can be submitted no later than 1630 on 31 Oct this year.

Online at <http://fdean-consult.objective.co.uk/portal>.

Email: [localplans@fdean.gov.uk](mailto:localplans@fdean.gov.uk)

Post: Local Plans FoDDC, Council Offices, High Street, Coleford, GL15 8HG.

### **Community Infrastructure Levy Scheme (CIL)**

FoDDC excepted, all the other Districts/Boroughs in Gloucestershire (Gloucester, Cheltenham, Tewkesbury, Stroud, Cotswold) all now have in place a CIL charging schedule relevant to new developments within their boundaries.

Not having a CIL in place means that the people of the Forest of Dean will not properly benefit from the funding that developers have to provide to councils to build better local infrastructure.

GCC (who fundamentally support CIL) will not receive the correct funding to build, for example, better roads in the Forest.

Very importantly, our Town and parish councils are being deprived of their share of between 15 % and 25% of the levy for them to invest in their own local community infrastructure. (Lydney Town Council having in place a valid and democratically voted upon

Neighbourhood Development Plan would be entitled to the full 25%).

Work continues in attempts to bring FoDDC up to speed with the rest of Gloucestershire on this issue.

### **Dean Academy**

On the 10 Sep in importantly maintaining a close relationship, I met once again with Dean Academy Head Tom Beveridge. Besides working with them on various issues and sourcing funding I am arranging for the "new school year" school council to visit GCC in November on the occasion of the Full Council with a view to give them a better insight into GCC Local Democracy.

### **GCC Vice-Chairman Role**

At the GCC Annual Meeting in May I was appointed by my GCC colleagues to the post of GCC Vice-Chairman for the Civic year 2019/20. This appointment I believe is a privilege and honour for the Lydney Division.

Working very closely and sharing duties with the GCC Chairman, Cllr Ray Theodoulou (Fairford Division), to date, since May, I have carried out well over 20 Civic duties including 4 Royal Visits and 7 UK Citizenship Ceremonies.

But, you can rest assured, on my travels throughout Gloucestershire, in the course of meeting many people I am always promoting Lydney and it's surrounds.

*County Cllr Alan Prest*

