

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/12/09 – 93

MINUTES OF THE LYDNEY TOWN COUNCIL MEETING held in the Council Chamber, Claremont House, Lydney on Monday 9 December 2019 at 7.05 pm.

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

District Cllr M Topping

District Cllr J Bevan

One member of the Public

Mr D Kent

Mr A Maliphant – Town Clerk

Miss C Wheeler – Assistant Clerk – Minute Taker

---

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.

1. **APOLOGIES**  
Apologies for absence were received and accepted from Cllrs Legge and Preest.
2. **DECLARATIONS OF INTEREST**  
None.
3. **MINUTES OF PREVIOUS MEETING**  
Approval of the public minutes of the Full Council meeting held on 11 November 2019 was **proposed by Cllr Z Arnold, seconded by Cllr L Arnold.** Unanimous.

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

Cllr Leach voiced his intention to bring forward Agenda Item 11 – Formal Correspondence Received and Agenda Item 13 – District Councillors Reports however the minutes reflect the order as shown on the agenda.

4. **POLICE MATTERS**  
Members were provided with a copy of the report which had been received from the Police and the Clerk advised that he had been informed that the figures for Lydney were decreasing. Members were encouraged by the figures but noted that not all crime was reported to the Police. Members noted that there were a variety of websites from which crime statistics could be obtained. Cllr Tremlett advised that Gloucestershire County Council possessed a dedicated Officer who would be able to provide specific information, however, she urged Members to examine trends rather than looking at snapshots.

Responding to a question which was raised by Cllr Leach, the Clerk felt that Members may wish to discuss consider such statistics as part of a future meeting which focused on the “bigger picture” for Lydney. Cllr Z Arnold advised that the first meeting of the Youth Working Group would take place during January to which a number of stakeholders had been invited to attend; one of the topics for consideration would relate to crime and young people.

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/12/09 – 94

5. **YOUTH FORUM**

Cllr Z Arnold advised that he had contacted The Dean Academy to request a meeting and was awaiting their response and he expressed a desire for the Head Teacher to take an active role in the Working Group.

Cllr Leach advised Members that at the Planning and Highway Committee meeting earlier in the evening the Committee had considered an application for “change of use” for the premises in Newerne Street which would be used by Lydney Hub. Furthermore, Members were informed that Lydney Hub had yet to attain their registration with the Charity Commission as they had received a request for further information.

6. **OPEN FORUM**

No requests to speak were received.

7. **TOWN CLERK 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). The Clerk advised that a meeting of the Lydney Coastal Community Group would take place the following day and it was anticipated that Forest of Dean District Council would provide information on what the funding they had requested would be used for. Furthermore, the Clerk advised that membership of the Multi Agency Stakeholder Flood Defence Group was by invitation and requests to joining were considered by the Group at their meetings.

**Facebook Page**

Prior to the meeting Members were provided with a copy of the draft rules for the Town Council’s Facebook page which had been produced by Cllr Turner. It was **proposed by Cllr Z Arnold, seconded by Cllr Tremlett**, that the rules would be approved as the Council’s policy and would be posted on the Facebook page. Unanimous.

**Action by – the Clerk**

Cllr Holmes requested that the approved rules be applied retrospectively to posts by members of the public on the Council’s Facebook page. Cllr Holmes particularly emphasised a comment which had been posted against a By-election notice. Extensive discussion took place on the request during which the offending post was deleted by the member of the public.

Consideration then turned towards who would implement the Council’s Policy. During discussion it was suggested that a panel could be appointed to view posts which had been brought to the Clerk’s attention; that if the panel agreed that a post had breached the Council’s Policy it had three options available to it:-

- 1) To contact the person, explain that the panel felt that their post had breached the Council’s Policy and request that they remove their post.
- 2) If the person refused to remove their post then the panel would arrange for the offending post to be hidden from public view
- 3) To recommend that the person be blocked from viewing the Town Council’s Facebook page to Full Council, if the panel felt that this action is warranted.

It was **proposed by Cllr Leach** that the panel would comprise of the Clerk, together with Cllrs Tremlett and Turner. Unanimous.

**Action by – the Clerk**



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/12/09 – 95

## Training

The Clerk reminded members of the training courses which were offered by the Association of Parish and Town Councils (GAPTC) and it was agreed that the following Members would attend the courses shown below:

### Planning Applications from the perspective of Parish and Town Councils

Cllrs Z Arnold, L Arnold, P Macklin at a cost of £50.00 per person

### Charitable Trusts and Parish/Town Councils

The Clerk and Cllrs Carr, Z Arnold, R Kemsley, Leach, R Holmes, L Arnold and Tremlett at a cost of £75.00 per person

### Being a Better Councillor

Cllrs Carr, Macklin and L Arnold

### Chairmanship

Cllrs Z Arnold, Holmes, L Arnold, Kemsley and Greenwood at a cost of £50.00 per delegate.

It was anticipated that GAPTC could offer the following course:

### Equality and Diversity

Cllrs Greenwood, Carr, L Arnold, Leach, Z Arnold, S Turner (cost to be advised)

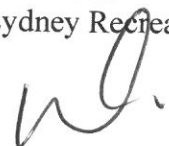
Members also requested that the Clerk obtain information on a suitable training course on managing difficult correspondence/situations.

**Action by – the Clerk**

## Standing Orders

Prior to the meeting Members were provided with a copy of the Standing Orders which had been revised by the Clerk in order that they were in line with the National Model. The Clerk advised that a number of modifications had been made to incorporate some elements of the current Standing Orders. The following was proposed by **Cllr L Arnold, seconded by Cllr Z Arnold**, that the following changes would be agreed:

- Page 2 - To retain the Notes section (Additional guidelines agreed by the Town Council)
- Page 6 - To retain fifteen minutes as the period of time designated for public participation
- Page 6 - 3 e: *Members requested the removal of the requirement for a member of the public to only speak on an agenda item*
- Page 7 - Point 3 g: that a member of the public shall not speak for more than three minutes
- Page 7 - Point 3 x: that a meeting shall not exceed a period of three hours
- Page 9 - Point 4 d v: may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three days before the meeting that they are unable to attend.
- Page 11 - Point 5 j vii: to include the election of the Lead Councillors to act as Chairmen for the Bathurst Park and Recreation Trust and Lydney Recreation Trust



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/12/09 – 96

- Page 12 - Point 6 d: that three members of a committee or sub-committee may convene an extra ordinary meeting if the chairman of a committee or sub-committee does not call an extra ordinary meeting within seven days of having been requested to do so by three committee or sub-committee members. *Members requested that the number of committee members be reduced to two*
- Page 12 - Point a: to retain the requirement that at least five Councillors were required to give the Proper Officer written notice if they wish a resolution to be reversed within six months
- Page 13 - To retain the ability for the Proper Officer to correct grammatical or typographical errors in the wording of a motion
- Page 16 - Point 13 e: that a decision to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final
- Page 18 - Point 15 b ii) subject to standing order 9, include on the agenda all motions in order received unless a councillor has given written notice at least seven days before the meeting confirming his withdrawal of it
- Page 19 - Point 15 b xv: refer a planning application received electronically by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning & Highway Committee within two working days of receipt to facilitate an extra ordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Highways Committee.
- Page 20 - Point e: A completed draft annual governance and accountability return shall be presented to all councillors at least fourteen days prior to anticipated approval by the Council.
- Page 22 - Point 19: that the Personnel Committee will consider all staffing matters. That if an informal or formal grievance matter raised by a member of staff relates to the Chairman or Vice-Chairman of the Personnel Committee this shall be communicated to another member of the Personnel Committee which shall be reported back and progressed by resolution of the Full Council.
- Page 25 - Point 26: A motion to add or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9.

Unanimous.

Cllr Z Arnold questioned what protocol could be followed for emergency Motions. The Clerk advised that the meeting Summons/Agenda was issued to Members on the Tuesday prior to the meeting and suggested that if an item was particularly important it may be raised under Members Reports.

## **Financial Regulations**

Prior to the meeting Members were provided with a revised version of the Council's Financial Regulations. The Clerk advised that the document, which had been revised in line with the Model version and had been considered by the Finance and Scrutiny Committee. Members were informed that the Committee had questioned the necessity to hold an Interim Internal Audit. The Clerk advised that if the Council elected to discontinue the Interim Internal Audit it would result in the Year End Audit taking twice as long and accordingly would increase the charge levied by the Independent Auditor. A number of Members spoke

# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/12/09 – 97

in favour of retaining the Interim Internal Audit. It was therefore **proposed by Cllr Leach**, that the Council would retain the Interim Internal Audit. Unanimous.

The Clerk then drew attention to Point 6.11 and discussion ensued regarding the need for the Mayor to retain a note of the password used by an Officer and the issues which may be encountered when an Officer was also personal customer of the bank. It was noted that in such instances the Officer was required to use their personal identification number/password and then use a card and reader system to access the Council's business account. Accordingly, it was agreed that the Mayor would not keep a note of such PIN/Passwords used.

Acceptance of the Finance Regulations, including the above revision, was **proposed by Cllr Leach**. Unanimous.

## Remit of Committees

Prior to the meeting Members were provided with a copy of the Committee Membership, revised Remit of Committees and revised Terms of Reference for the Personnel Committee (as at October 2019). The Clerk advised that the Terms of Reference document extended and clarified the remit of the Personnel Committee and he questioned if Members wished to be provided with a fuller "Terms of Reference" for the remaining Committees, or if Members wished to continue with the Remit of Committees document. Whilst no firm decision was given by Members, it was agreed that the suggestion of extended Terms of Reference for the other Committee would be deferred until such time as the new Town Clerk had an opportunity to review the situation.

Members were reminded that the Council had previously decided that the Personnel Committee would be chaired by the Mayor and attention was drawn to the footnote contained in the Remit of Committees which stated that as the Mayor was an ex officio of all committees and as such possessed a voting right, they should not chair any one Committee/Sub-committee. It was **proposed by Cllr Z Arnold, seconded by Cllr Harley**, that the aforementioned footnote would be removed. Vote carried. Cllr Holmes wished the minutes to reflect that he had voted against the motion.

The acceptance of the revised Terms of Reference (including the above revision) was **proposed by Cllr Leach**. Vote carried.

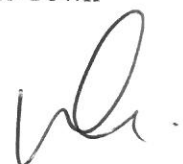
As this was the last Full Council meeting which Mr Maliphant would attend, the Mayor expressed thanks for the work Mr Maliphant had undertaken during his time with the Council. Mr Maliphant expressed thanks to the Mayor for his kind words and to the Town Council staff for their assistance.

## Polling Cards

Members noted that the Council had resolved, at the June meeting, that it would instruct Forest of Dean District Council to issue Polling Cards as/when there was a By-election in Lydney.

## Representatives to Outside Bodies

It was **proposed by Trustee Leach** that Cllr Carr would be appointed as the Town Council's representative to Lydney Area in Partnership. Unanimous.



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/12/09 – 98

It was **proposed by Cllr Leach** that Cllr Tremlett would be appointed as the Town Council's representative to Forest of Dean Health Forum.

It was noted that in view of the above appointment Cllr Tremlett voiced her intention to stand down from acting as the Council's representative to Lydney Town Hall Trust. It was agreed that Cllr Z Arnold would be appointed as the Council's representative to the Trust.

## Councillor Portfolios

The Clerk questioned if Members wished to introduce portfolios for specific matters (e.g. Tourism, NDP, etc). Cllr Leach expressed a preference for developing the idea of Councillor Portfolios in 2020. However, it was **proposed by Cllr Tremlett, seconded by Cllr Turner**, that Cllr Leach would take the Tourism Portfolio in the short term. Unanimous.

## 8. FINANCIAL MATTERS

FINANCIAL STATEMENT -		DECEMBER 2019	
<u>Opening Bank Balances as 1st April 2019</u>			
LLOYDS BANK - Current account		98,188.61	<u>2018/19 Commitments Brought Forward</u>
LLOYDS BANK - Lydney In Bloom - Current		1,362.14	
LLOYDS BANK - LGPS - Current		23,498.30	£6,110.00
<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	149,095.50	
LLOYDS BANK - General Reserve		170,513.03	319,608.53
			<u>442,657.58</u>
<b>RECEIPTS</b>			
Receipts APRIL		280,260.31	
Receipts MAY		13,032.47	
Receipts JUNE		2,476.93	
Receipts JULY		14,059.69	
Receipts AUGUST		4,275.48	
Receipts SEPTEMBER		280,414.65	
Receipts OCTOBER		29,110.03	
Receipts NOVEMBER		2,951.91	
Receipts DECEMBER			See Separate Sheet
Receipts JANUARY			
Receipts FEBRUARY			
Receipts MARCH			
Lydney In Bloom: Income banked to LIB current a/c		1,100.00	
Total Receipts YTD		<u>627,681.47</u>	



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/12/09 – 99

### PAYMENTS

Payments APRIL	5,127.18
Payments MAY	72,529.88
Payments JUNE	92,281.41
Payments JULY	38,696.34
Payments AUGUST	44,497.63
Payments SEPTEMBER	6,525.77
Payments OCTOBER	92,632.15
Payments NOVEMBER	44,936.92
<b>Payments DECEMBER</b>	<b>31,878.70</b>

Detailed Below

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>429,882.23</b>
	<b>640,456.82</b>

<b>Reconciled Bank Statements as at end</b>	<b>NOVEMBER 19</b>	
<b>LLOYDS BANK - Current account</b>		<b>295,024.97</b>
<i>LLOYDS BANK - Lydney In Bloom - Current</i>		<i>1,685.89</i>
<b>LLOYDS BANK - LGPS - Current</b>		<b>23,506.17</b>
<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>177,706.29</b>	<b>320,239.79</b>
<b>Bank Balances as at: 30-Nov-19</b>		<b>640,456.82</b>

### DECEMBER PAYMENTS

#### Payment made by Direct Debit/Standing Order

			<u>Chq. No</u>	<u>Description/Spending Power:</u>
ATOS Fuel Genie	13.11.19	296.44	DD	Van Fuel/Cemetery/BPRT Recharge
Forest Equipment Service Ltd	20.11.19	1,212.90	STO	Litter – Gen/Harbour/Cemetery/Dogwaste
FoDDC	22.11.19	84.00	DD	Cemetery Maintenance
EE Limited	25.11.19	14.45	DD	Telephone/Internet
Cable Stream Ltd	25.11.19	144.56	DD	Telephone/Internet
Redline Telecom	26.11.19	38.94	DD	Telephone/Internet
		<u>Direct Debits:</u>		
		<u>Sub total</u>		
		1,791.29		

#### Interim Payments made in advance of meeting:

<b>Lydney Royal British Legion</b>	<b>600.00</b>	<b>9544</b>	<b>Annual</b>	<b>Civic</b>
<b>Interim Payments Total</b>	<b>600.00</b>			

#### Payments for approval at meeting held on:

**9<sup>TH</sup> December 2019**

Corporate: Payroll	13,067.56	BACS	Monthly	December
Corporate: HMRC	4,652.044	BACS	Monthly	December
Corporate: Glos LGPS	4,048.97	BACS	Monthly	December
<b>Payments Sub Total</b>	<b>21,768.57</b>			



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/12/09 – 100

Luke Cole	1,010.00	9545	Annual	Christmas Lights
Coinros Park Nurseries Ltd	1,521.00	9546	Annual	Gateways1/Coinros Contract
Forest Equipment Services Ltd	45.20	9547	Monthly	Dog Waste
Freeman Heating	85.00	9548	Annual	Building Maintenance
A Gillard	160.00	9549	Annual	Christmas Event
JRB Enterprise Ltd	266.40	9550	Ad Hoc	Dog Waste
Light Fantastic DIY Ltd	33.66	9551	Ad Hoc	Christmas Lights/Street Furniture
Lydney Music	540.00	9552	Annual	Christmas Event
Lydney Settled Estate	18.00	9553	Ad Hoc	Gateways 1 Coinros Contract
Lydney Training Band	70.00	9554	Annual	Christmas Event
Mincost Ltd	50.25	9555	Ad Hoc	PPE
Office Star Group Ltd	119.40	9556	Monthly	Stationery
Outdoor Medical Solutions Ltd	180.00	9557	Annual	Christmas Event
Sherbornes Solicitors Ltd	2,400.00	9558	Ad Hoc	Legal Fees
Sovereign Design Play Systems Ltd	406.92	9559	Ad Hoc	Play area Maintenance
Travis Perkins Trading Co Ltd	13.39	9560	Annual	Christmas Event
Tindle Newspapers Wales & The Borders	384.00	9561	Annual	Christmas Event
Whitehouse Press (Printers) Ltd	144.00	9562	Annual	Civic
Worksafely Ltd	12.50	9563	Ad Hoc	PPE
Expenses	190.80	9564	Monthly	Training
Cash	68.32	9565	Monthly	Telephone/Mtg Costs/Christmas Event
<b>Payments for approval: Sub total</b>	<b>7,718.84</b>			

**TOTAL PAYMENTS      DECEMBER      31,878.70**

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

Mincost Ltd	42.41	9529
Monmouthshire County Council	344.40	9530
<b>Total</b>	<b>386.81</b>	

### **Monthly Payment Listing – Month 9**

Responding to a question which had been raised by Cllr Tremlett, Cllr Leach informed Members that the fee charged by Sherbornes Solicitors Limited, for which Council had previously been advised would be £2,000.00, was actually £2,400.00 as the price stated was subject to VAT. Cllr Leach apologised for his error.

Receipt of the monthly payment schedule (including the transfers/virements shown below) was **proposed by Cllr Z Arnold, seconded by Cllr Carr. Unanimous.**

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

### **Virements**

<b><u>Amount</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
£2,500.00	Street Furniture/Finger Posts	Trees (Tree Inspection)
£1,000.00	Grass Cutting	Trees (Tree Inspection)
£1,000.00	Notice Boards	Trees (Tree Inspection)

### **Transfers**

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





# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/12/09 – 101

9. **HEALTH SERVICES**

The Clerk provided Members with an overview of discussions which had taken place to date with Mr Andrew Hughes. Members were advised that whilst there was a strategic plan to deal with primary care for 18,000 people, no active project was currently in place. Members were informed that the two existing health surgeries needed to be involved and needed to start the process. Whilst it was less likely that a new Doctors surgery would be built by the NHS (as they only paid the revenue), a number of options were available as to how such could be built.

The Clerk advised that whilst he had e-mailed Ms Carolyn Smith he had yet to receive a response. It was noted that no decision had yet been taken as to what the Lydney Hospital site could be used for in the future and the Clerk advised that the Town Council may wish to get involved with information gathering for what health provision was needed in the Town.

During discussion it was noted that the Friends of Lydney Hospital were formulating a list of what services were needed for the Town and were speaking to the Clinical Commissioning Group. Cllr Turner recommended that discussion take place with GPs in the Town and Cllr L Arnold felt that the Town should consider building its own facility. The Clerk felt that greater emphasis should be placed on providing an urgent care centre as members of the public were experiencing difficulties accessing appointments and were then turning to A & E for medical attention. The Clerk stressed the need for evidence to be gathered of what was needed in the Town and the need to work in partnership with others. The Clerk offered to produce a “book of words” on the process which would need to be followed and felt that it may be possible to obtain funding to cover the cost which would be involved in putting together a formal process.

Members then discussed the need to publicise the resolution which was passed at the November meeting and it was **proposed by Cllr Leach** that a press release would be issued by the Clerk; that the Clerk would put together a plan as to how the Council could move forward; that the Council would continue to progress updates from the NHS. Unanimous.

**Action by – the Clerk**

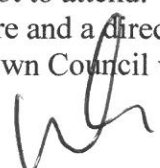
10. **LYDNEY HARBOUR PROJECT**

Members were asked to consider the use of the Council Offices by the new Lydney Harbour Regeneration Officer. The Clerk advised that the Town Council had been requested to allow use of its office on Mondays and Tuesdays, however, it stressed that such use could not be guaranteed due to other commitments for the room. It was suggested that the Officer could liaise with Lydney Town Council Officers to book the room on an adhoc basis. No objection to the use of the Council office on this basis was raised by Members.

Members noted that a meeting would take place the following day with Forest of Dean District Council to discuss the Destination Lydney project at the Harbour, during which it was anticipated that further information would be communicated about the District Council’s request for £18,000.00 funding.

11. **FORMAL CORRESPONDENCE RECEIVED**

Forest of Dean District Council – Letter from Ms B Patel, Group Manager – Legal Services and Monitoring Officer advising that two Code of Conduct Complaints had been received against Cllr Z Arnold. Members were informed that the complaints had been investigated in line with the required process and a hearing was held on 4 December 2019 to which Cllr Z Arnold and the complainants were invited to attend; Cllr Z Arnold chose not to attend. The complaint was upheld and the sanctions imposed by the Panel was a censure and a direction that Cllr Z Arnold undertakes Equality and Diversity Training. Lydney Town Council were



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/12/09 – 102

were required to publicise the results of the Standards Panel findings on its website, as well as circulation to all Members of the Council in an open forum. It was agreed that the Clerk would find a suitable training course for Cllr Z Arnold to attend and would arrange for the Standards Panel findings to be published on the Town Council's website.

Action by – the Clerk

## 12. COMMITTEE AND OTHER REPORTS

Cllr Z Arnold advised that he had attended the last Community and Safety Partnership meeting during which he raised the subject of the Newerne Street Car Park; had been informed that the organisation welcomed working more collaboratively with the Town Council; advised that there had been nil road deaths in the Forest of Dean over the last year, but a record number of animals had been killed by traffic.

Cllr Kemsley advised that he had attended a meeting with the Town Council's Grants and Events Administrator and the Assistant Clerk to discuss Party in the Park. Cllr Kemsley gave a commitment to e-mail all Councillors once again to invite them to join the Events Working Group and he implored his fellow Members to respond to his e-mail. Members were also informed of the Easter Egg Hunt which would be organised once again in the Park and that it was anticipated that Party in the Park would take place on Saturday 1 July 2020.

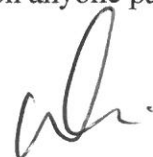
Cllr Tremlett expressed thanks to all who attended the Christmas Lights Switch On. Cllr Tremlett felt that the event had been positive and that members of the public welcomed the opportunity to speak to their Councillors. Thanks were also expressed to Edward Danter Amusements, Lydney Band, Lydney Music, Lydney C of E Choir. It was noted that as a result of this year's event a number of members of the public had expressed an interest in organising next year's event.

## 13. DISTRICT COUNCILLORS REPORT

District Cllr Topping provided Members with a verbal report, the details of which are outlined below:-

- The Police now had direct access to the CCTV in Newerne Street Car Park and that Forest of Dean District Council were still required to inform the Police of issues which had been reported at the site.
- The Corporate Plan was unanimously agreed at the Full Council meeting the previous week.
- A presentation had been received concerning Solar Streets concerning the ability for members of the public to group together to arrange for solar panels to be installed on their properties at a discounted rate.
- Attempts were being made to improve biodiversity in Aylburton by reducing the number of cuts for grassed areas. It was hoped that trials would be carried out in other areas in the future.

Cllr Holmes expressed concern over the increase in car park charges which would be introduced by Forest of Dean District Council. Cllr Holmes highlighted that members of the public were required to pay to park their car in order to visit their Doctor. During discussion it was suggested that Forest of Dean District Council could utilise the overflow car park by creating an entrance into the Doctors Surgery and place a 2 hour limit on anyone parking in the area.



# LYDNEY TOWN COUNCIL

## FULL COUNCIL MEETING – 2019/12/09 – 103

Cllr Z Arnold requested that the Clerk move the District Councillor Report item further up the meeting agenda.

**Action by – the Clerk**

Cllr Leach welcomed District Cllr Bevan to the meeting who extended an invitation to all Members to attend the Forest of Dean District Council's Carol Concert on 18 December 2019.

District Cllrs Topping and Bevan excused themselves from the meeting at this point.

14. **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.

15. **COUNCILLOR REPORTS**

Cllr Tremlett advised that she had received a note from a resident thanking Councillor Preest for providing the bus shelter in "the dip"; noted that Hams Road had been narrowed and was causing traffic to back up in town; had attended two interview days at Forest of Dean District Council in respect of the new Regeneration Officer position; attended a Multi Use Track meeting with Cllr Carr on 12 November 2019 during which they learnt that Greenways had become involved to further the pathway project. It was noted that funding would need to be gained to provide the track.

Cllr Z Arnold advised that he had been contacted by the Chief Executive Officer at the Gloucestershire Association of Parish and Town Councils who was working on a lottery bid project involving young people.

Cllr Harley advised that she had received complaints from members of the public regarding the traffic lights connected with the Lydney Cycleway scheme; Cllr Harley stated that she had advised that the improvements would provide better facilities for mobility scooters/prams, etc in addition to cycles.

Cllr Holmes advised that he had also received complaints regarding the Lydney Cycleway works.

Cllr Carr requested that the Councillor Surgery list be revised. It was agreed that the matter would be an agenda item for the next meeting.

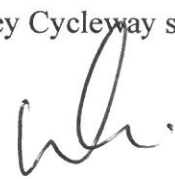
**Action by – the Clerk**

Cllr Leach advised that he had attended various meetings. Cllr Leach also voiced his intention to send a letter to the local press, in his position of Mayor, expressing thanks to members of the public for their support.

16. **PRESS RELEASE**

Members recalled that during the meeting they had agreed for the Clerk to issue a press release regarding the resolution at the November Full Council meeting concerning Lydney Hospital.

Cllr Greenwood requested that any information be shared on the Lydney Cycleway scheme, if received.



# LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2019/12/09 – 104

17. **MEETING DATES**

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

6 January 2020 at 7.00 pm	- Finance & Scrutiny Committee
13 January 2020 at 6.00 pm	- Planning Committee/Full Council
20 January 2020 at 7.00 pm	- Amenities Committee
27 January 2020 at 6.30 pm	- Burial Committee
27 January 2020 at 7.00 pm	- Charitable Trusts

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

**EXCLUSION OF THE PUBLIC & PRESS**  
**Page 105 (Inclusive) - CLOSED SESSION**

18. **MINUTES OF PREVIOUS MEETING**

Approval of the confidential minutes from the closed sessions on 14 & 31 October 2019 and 11 November 2019 were **proposed by Cllr Carr seconded by Cllr Greenwood.** Unanimous.

19. **STAFFING MATTERS**

The content of this meeting is considered to be of a highly confidential nature; it would be unfair to make public/disclose any part of the associated minutes which may be taken 'out of context' and would likely result in a data breach [Data Protection Act 1998].

Meeting closed at 10.30 pm

Chairman .....



Date ..... 13.1.20 .....

Actions from Full Council meeting on 11 November 2019

Agenda Item	Action
7.	<ul style="list-style-type: none"> <li>• Cllr Turner to draft a set of rules regarding acceptable conduct on the Town Council's Facebook page for consideration at the November meeting. <b>DONE</b></li> <li>• The Clerk to ensure that Councillor Training was an agenda item for the December meeting. <b>DONE</b></li> <li>• The Clerk to ascertain membership criteria for the Flood Defence Stakeholders Group <b>By invitation from the group?</b></li> </ul>
8.	The Clerk to investigate why the Chair of the Personnel Committee had always been the Chairman of the Finance and Scrutiny Committee <b>DONE</b>
9.	<ul style="list-style-type: none"> <li>• The Clerk to arrange for all tree surgery quotes to be provided on a "like for like" basis for consideration at the December meeting. <b>DONE</b></li> <li>• The Clerk to convey Council's thanks to the Finance Assistant regarding the interim internal audit and arrange to increase the number of Councillors allocated to attend In-house Internal Audit sessions. <b>DONE</b></li> </ul>
10.	<ul style="list-style-type: none"> <li>• The Clerk to obtain information from Forest of Dean District Council regarding the set up and operation of the proposed modular café facility at the Harbour, including any future liability which may be attributed to the Town Council. <b>Meet on Dec 10</b></li> <li>• All Councillors to provide the Clerk with any comments they wish to make on the draft Lydney Town Centre Audit Report by 15 November 2019. <b>DONE</b></li> </ul>
12.	<ul style="list-style-type: none"> <li>• The Clerk to advise Lydney Rugby Club that the Council is concerned about climate change and welcomed the Club's positive approach; provide the Club with details of possible funding sources (e.g. Gloucestershire Playing Field Association, Sport England, etc); advise that the Club could apply to the Town Council for a grant via the grants policy. <b>DONE</b></li> <li>• The Clerk to inform District Cllr Bernie O'Neill, Forest of Dean District Council, that Members wished to support the "Gateways" initiative "in principle" and request that District Cllr O'Neill provide suggestions as to the support desired. <b>DONE</b></li> </ul>
13.	The Clerk to include an agenda item for the December Full Council meeting is included in order that the Council may consider if it wished to appoint a representative to attend Lydney Area in Partnership meetings. <b>DONE</b>

## Carol Wheeler

---

**From:** PREEST, Cllr Alan <alan.preest@gloucestershire.gov.uk>  
**Sent:** 09 December 2019 08:37  
**To:** Town Clerk; Carol Wheeler  
**Subject:** FW: Lydney Division County Councillors' Report Dec 2019

Cllr A Preest

If you are contacting me as a local constituent please be aware I may need to share your personal information when contacting County Council Officers or other agencies relevant to your query.

For more information on how I and the County Council use personal data visit [www.gloucestershire.gov.uk/privacy](http://www.gloucestershire.gov.uk/privacy) notices.

---

**From:** PREEST, Cllr Alan <[alan.preest@gloucestershire.gov.uk](mailto:alan.preest@gloucestershire.gov.uk)>  
**Date:** Monday, 09 Dec 2019, 8:00 am  
**To:** PREEST, Cllr Alan <[alan.preest@gloucestershire.gov.uk](mailto:alan.preest@gloucestershire.gov.uk)>  
**Subject:** Lydney Division County Councillors' Report Dec 2019

### Highways.

The new way of delivering our Highways is taking shape:

Ringway are delivering our Highways Maintenance work, Tarmac our resurfacing schemes, Atkins are providing design and site supervision support. Skanska and Telnet providing Street lighting and traffic signals respectively.

GCC have brought back in house stakeholder management at the depots across the County, and the customer contact centre. Also some of the design works for resurfacing, as well as Public Rights of Way are all now GCC led and delivered.

Highway resurfacing will continue at the same pace. Of late, locally we have seen major work on the A48 at Alvington, Sandford Lane and Chapel Hill in Aylburton and Speech House to the Barracks near Parkend completed.

Flood prevention works continue to be monitored and completed across the County.

### Climate Change.

The results of the extensive public consultation undertaken clearly demonstrate concern by the public and businesses in Gloucestershire about climate change and its impacts. GCC Cabinet will consider the GCC draft policy at its meeting on 20 Dec 19.

58 applications were received for the Climate Change Youth Panel brokered by GCC and of these 40 were appointed. The quality of applicants was very strong. The Panel have met on multiple occasions already and have had much input into the GCC draft climate change policy.

### Local Transport Plan.

The launch of the consultation period for revising the GCC Local Transport Plan will take place on 16 Jan 20 at Shire Hall. The consultation event for the Forest of Dean will take place at FoDDC offices on 16 Mar 20 with presentations between 1100 - 1500 and a question and answer session between 1600 and 1730. Plenty of time between the launch and the Forest event to formulate a response.

### Rail.



Transport For Wales (TfW) timetabled services serving Lydney have seen an improvement of late I'm glad to say. TfW plan to introduce 12 Class 170 "Turbostar" units in mid-December in readiness for the timetable change. These units from the East Anglia area are being refreshed and put into services between Cheltenham and Maesteg ( the Lydney Route) and Cardiff and Ebbw Vale. Great Western Railway (GWR) are gearing up for their biggest timetable change since 1976. For Gloucestershire that means more frequent and faster trains serving the County predominantly on the Cheltenham to London Paddington Route. GCC and GWR have collaborated successfully on enhancing parking at Cheltenham Station.

Buses.

Working with Stagecoach and FoDDC. I arranged a meeting at FoDDC concerning Forest Bus services on 18 Nov 19. In what was an extremely well attended meeting many issues were discussed. Stagecoach are "tweaking" their Forest services from Jan 20, however I am not party to these at the time of writing.

One of the suggestions that came out of the meeting was that a Passenger User Committee for the Forest be formed. Stagecoach were keen for that to happen, as are FoDDC. I subsequently sought GCC approval with Officer support that was granted. I intend to convene the inaugural meeting early in the New Year so that among other things the Jan Stagecoach timetable "tweaks" can be scrutinised.

Separately GCC are undertaking a "Rural Transport Study" in which two areas in the County are targeted, the Forest obviously being one.

Lydney Cycling/Improvements.

The Gloucestershire First Local Enterprise Partnership funded Scheme, managed by GCC, despite being in accordance with the Neighbourhood Development Plan and the current GCC Local Transport Plan as well as being consulted on and advertised extensively continues to confuse in some quarters.

The scheme has well passed the halfway stage, however, if there are concerns/questions regarding the improvement scheme, please contact Sam Pogson, Public Liaison Officer - Gloucester, who is available throughout the construction phase to provide continuous engagement with businesses and residents within the local area.

03301 071884. [www.alungriffiths.co.uk](http://www.alungriffiths.co.uk) or [gloucester@alungriffiths.co.uk](mailto:gloucester@alungriffiths.co.uk).

(It may be prudent to put the above contact details on the LTC website)

Needless to say I am also in regular and direct contact with the lead Engineers.

GCC Full Council 27 Nov 19.

A group of students and teachers from Dean Academy attended Shire Hall for the meeting. They were an absolute credit to the school and sat attentively for the best part of four hours through important issues such as Education and the Environment besides the usual political shenanigans. GCC Officers and many of my elected colleagues made them feel most welcome and they were suitably fed and watered. Good feedback from all has been received.

Lydney Division Meeting 2 Dec 19.



A long and intense day was spent in Shire Hall specifically discussing (and hopefully driving forward) issues that pertain to the Lydney Division.

Topics included; Lydney Rail Station and Rail, Lydney Growth Deal Bid, Destination Lydney Harbour Bid, the Chepstow Transport Study, Latest Developments, Community Infrastructure Levy (CIL) and Section 106 Contributions.

GCC Cabinet on 20 Dec 19 will be presented with a paper on the Lydney Harbour Bid relating to GCC involvement. (I will be in attendance).

FoDDCs continuing failure to introduce a CIL Levy continues to cause concern. This failure, which GCC has previously identified as a Strategic Risk is now resulting in the GCC Highways Development Management Team having to write in specific mitigating factors as conditions in FoDDC Planning Applications to compensate for no CIL being in place. Crazy !

GCC Civic. 3 Dec 19.

The impressive Coroners Court at Barnwood was the venue for my 11th Citizenship Ceremony as GCC Vice-Chairman It was a great pleasure to have Lydney resident Mr Roger Deeks in his Deputy Lieutenant capacity with me to welcome the applicants which ends with them pledging loyalty to the United Kingdom. This week in our speeches we welcomed the "new" Citizens albeit with this time with an unique "Forest" bias !

Each Citizenship Ceremony is a brilliant feel good event and meeting such a diverse range of people with their families and supporters is an absolute privilege, and for them the culmination of what can be a lengthy, and is an expensive process.

Cheltenham GCC Traffic Regulation Committee ( TRC) 4 Dec 19 ( 9 Dec, 16 Dec 19).

This is obviously off the radar in the Lydney Division, but, for Cheltenham this is vitally important.

There are only two of us, as GCC Members left, on the TRC that 5 years ago in January recommended that an experimental Traffic Order be made in Cheltenham - best known as the "Boots (the Chemist) Corner Scheme". There is a certain amount of unrest still present.

The TRC now has the job of either making the experimental scheme permanent or scrapping it altogether, before GCC Cabinet ratification on 20 Dec 19.

FoDDC Meeting 05 Dec 19.

I submitted 5 Member questions on subjects ranging from Renewable Energy Policy to Stagecoach to Penalty Parking Notices to Newerne Street Car- Park to Community Infrastructure Levy.

I was relatively happy with the answers and to my subsequent supplementary questions. but this is FODDC. Time will tell.

Christmas Present Plug.

Local businessman Neil Parkhouse and his excellent Harbour Road based Lightmoor Press have recently published as volume 5 in the Severn and Wye Railway series a book dedicated to Lydney Docks. [www.lightmoor.co.uk](http://www.lightmoor.co.uk).

Merry Christmas and a Happy New Year.

Alan

Cllr Alan Preest.

Vice-Chairman.

Planning and Infrastructure Champion.

Gloucestershire County Council.

7 December 2019

