

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/12/14 – 40

Minutes of the meeting held via Zoom¹ on Monday 14th December 2020 at 7.00pm.

PRESENT: Cllrs W Leach (Mayor and Chairman of the meeting), J Carr, J Greenwood, R Holmes, S Holmes, R Kemsley, A Preest, S Stockham and S Turner

Ms N Abbott and Mr R Locke - Optimis Consulting, Mr C James - Carless and Adams (presentation only)

Mr S Holley, Town Clerk

Miss C Wheeler, Assistant Clerk (Minute Taker)

The Mayor welcomed representatives from Optimis Consulting and Carless and Adams to the meeting to provide the Council with a presentation on a major planning proposal for a care facility on the old Fairtide Centre site in Naas Lane.

Mr Locke provided the Council with an overview of the proposal and it was noted that a favourable response had been received from Forest of Dean District Council during pre-application discussions. Mr Locke advised that a 'care needs assessment' was in the process of being prepared and it was envisaged that a formal planning application would be submitted mid 2021. Mr James displayed illustrative drawings for the site which provided for a 64 bed care facility.

Cllr Preest, Chair of the Council's Planning and Highways Committee, welcomed the redevelopment of the Fairtide Centre and asked if S106 contributions would be forthcoming to help the local community. Mr Locke advised that whilst this type of development did not usually attract S106 obligations, he was willing to discuss the matter with his client if the Town Council possessed a 'wish list'. In response to questions from other members, Mr Locke advised that:

- the highway was outside of his client's control but issues affecting the highway identified by Gloucestershire County Council's Highway Department would be addressed during the consultation process
- a transport plan would be provided and it was likely that this would form part of the formal application.
- it was likely that the site would be used for nursing care but the category of care to be provided would be dependent upon the operator. It was customary to employ one member of staff for every four residents, however, a number of factors could influence this ratio (e.g. the level of care required, occupancy numbers, etc).
- the flow of traffic to and from care homes did not usually coincide with peak traffic times for food stores
- the applicant would comply with any relevant policies by the Local Planning Authority with regard to on-site energy development.

Ms Abbott, Mr Locke and Mr James were thanked for their presentation and left the meeting at this point.

1. **APOLOGIES**

Apologies for absence were received and noted from Cllrs Harley and Macklin.

2. **DECLARATIONS OF INTEREST**

None.

¹ The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/12/14 – 41

3. **OPEN FORUM**

None.

4. **APPROVAL OF MINUTES**

The Minutes of the meeting of the Council held on 9th November 2020 were unanimously APPROVED as a correct record. Proposed by Cllr Kemsley, Seconded by Cllr Carr.

5. **BUDGET PROCESS FOR 2021/22**

The Council was requested to consider a report from the Clerk outlining the process which had been followed. It was noted that as the Council was to agree its contracts for litter collection, grass cutting or regeneration later in the present meeting it had not been possible to provide a draft Budget or Precept recommendation at this stage. Furthermore, the Tax Base figure had yet to be provided by Forest of Dean District Council. Accordingly, a draft budget would be tabled before the Council at its January Full Council meeting for approval.

The Mayor expressed his view that all Committees had been involved in the process and the general consensus was that members were content with the Council's position. In response to a member's question, the Assistant Clerk informed the Council that the 2020/21 Budget and Precept figures were displayed on the Council's website.

6. **FINANCIAL MATTERS/RFO REPORT**

6.1 **Payments**

The Council was requested to approve the circulated list of accounts for payment.

With the exception of the fee relating to the banners to be installed as part of the District Council's 'Re-opening the High Streets' initiative (which would be investigated by the Town Clerk with the assistance of District Cllr Preest), the payments on the circulated list were unanimously APPROVED, following a Proposal from the Chair.

6.2 **Income and Expenditure Report/Balance Sheet/Bank Reconciliations**

The Council NOTED the above financial reports for Month 8.

6.3 **ADT Alarm Contact**

The Clerk advised that the Council's contract did not provide for engineer cover 24/7. The Council was asked to consider agreeing to an additional sum of £12.00 per month to provide same. Proposed by Cllr Carr, Seconded by Cllr S Holmes and unanimously APPROVED.

6.4 **COUNCIL WEBSITE**

Prior to the meeting the Council was provided with a copy of a quotation for £500 to create a facility whereby its Members would be able to access confidential reports and minutes. Acceptance Proposed by Cllr S Holmes, seconded by Cllr Stockham and unanimously APPROVED.

7. **YOUTH ENGAGEMENT PROJECT**

The Council was requested to consider for approval a report detailing how the Hub would deliver a meal project for young people based on an initial donation of £200, together with details of how the project could be scaled up should a further donation be forthcoming. A number of Councillors spoke in support of the project. Speaking in his capacity of County Councillor, Cllr Preest requested that he be informed of any hungry children because

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/12/14 – 42

funding was available to support their families/carers.

After a short further discussion the Mayor Proposed from the Chair that £200 be granted from the Youth Engagement Budget and a further £300 would be granted from the Civic Budget. Unanimously APPROVED.

8. **COMMITTEE REPORTS**

8.1 **Amenities Committee**

As the Committee Chair, Cllr Harley, had sent apologies for absence from the meeting Cllr S Holmes advised that: the Town's Christmas lights had been erected and positive reports had been received; the Grounds Team had planted a number of spring bulbs and shrubs around the Town; and the Environmental Working Party would submit a report to the January meeting of the Amenities Committee regarding two proposals.

8.2 **Planning and Highway Committee**

Cllr Preest advised that a positive meeting had taken place which had looked closely at a number of issues.

8.3 **Burial Committee**

Cllr Stockham advised that the Committee was awaiting a report on the Table Top Tombs in St Mary's Churchyard (*Note: expected in Spring 2021*).

8.4 **Dean Forest Greenways**

Cllr Greenwood advised that a planning application for the route had been submitted to the Local Planning Authority on behalf of West Dean Parish Council. However, Gloucestershire County Council's application to the Government's Emergency Active Travel Fund – Round 2 had resulted in funding sufficient only to support the scheme to improve the cycle route between Gloucester and Cheltenham. However, Cllr Greenwood was confident that the Dean Forest Greenway was of such benefit to the community that other funding streams would come forward and he expressed thanks to Cllr Preest for his support concerning the requested extension of the 20 mph zone in Forest Road.

8.5 **Finance and Scrutiny Committee**

Noting that the Committee would consider grant applications at its February meeting, Cllr R Holmes questions what action had been taken to publicise the Council's Grants Policy. The Clerk advised that two applications had been received to date and gave a commitment to check with the Grants and Events Administrator to see if an article had been included in the December newsletter.

Action by – the Clerk

8.6 **Multi Agency Stakeholder Flood Defence Meeting**

Cllr Kemsley advised that he had attended the December meeting, which had not been attended by representatives from the Environment Agency. Cllr Kemsley advised that Cllr Leach was keen to move forward with the meetings to demonstrate the Council was enabling relevant organisations to meet and discuss how flooding issues experienced by the Town could be addressed.

It was advised that members could report any shopping trolleys thrown into the watercourse between Forest of Dean District Council's car park and the Co-operative Store to Forest of Dean District Council, because it was responsible as the riparian owner.

Cllr Preest advised that a member of the public who had previously worked for the

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/12/14 – 43

Town's Fire Brigade had mapped out issues which had been experienced with drainage and he extended an invitation to Members to join himself and the member of public in walking the route.

Cllr Leach advised that an Officer from Gloucestershire County Council would conduct a walk with a representative from Watts Group in order to familiarise himself with the issues faced by the Town.

8.7 **Personnel Committee**

Cllr Leach advised that the Committee had recommended that the Clerk had passed his probationary period and was now a permanent member of staff (*Note: formal consideration of this recommendation is recorded in the Confidential Minutes*).

8.8 **Joint Meeting with the Royal British Legion**

Cllr Leach advised that a constructive meeting had taken place with representatives from the RBL. It was noted that the Council would work with the organisation next year and would be supportive of their efforts.

9. **PROTECTION FOR TREES**

The Council was requested to note the advice obtained from the Council's Solicitors and from the Sustainability Team Leader at Forest of Dean District Council regarding tree protection.

It was noted that the Council could apply for Tree Preservation Orders (TPOs) on any trees, even if it did not own the land on which the tree was sited. Cllr Stockham Proposed that the Amenities Committee be requested to arrange for its working party to map trees in the Parish which they felt were suitable for TPO's and feedback their findings.

A member felt the Town Council should release a press statement advising that the trees recently felled along the embankment of the Lyd had been arranged by a number of adjoining householders and neither the Council nor Lydney Recreation Trust were responsible for the felling, but this did not proceed to a formal vote. During discussion it was believed that the land was not registered in that particular area. It was suggested that the Council should register the land, however, the Council was reminded of its Solicitor's advice that Lydney Recreation Trust could not prove that it had consistently maintained the area over a number of years.

At this point Cllr Leach Seconded Cllr Stockham's Proposal, which was unanimously APPROVED.

Action by – the Clerk

10. **COUNCIL MEMBERSHIP/REPRESENTATION ON EXTERNAL BODIES/AGENCIES/ORGANISATIONS**

Prior to the meeting the Council was provided with a list of organisations for which it was required to appoint representatives.

Cllr S Holmes volunteered to act as the Council's representative to the Forest of Dean Health Forum. Cllrs Kemsley and Stockham offered to act as Adverse Weather Wardens. All offers were gratefully accepted.

Cllr Preest advised that he was attempting to obtain an unredacted version of Forest of

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/12/14 – 44

Dean District Council's Emergency Plan. The Clerk advised that he would circulate an up-to-date version of the Emergency Plan once he had received confirmation.

11. TOWN CENTRE COMMUNITY AREA

The Council was requested to consider an e-mail received from Forest of Dean District Council asking the Town Council to 'firm up' its proposal for use of 30 parking spaces in the Newerne Street Car Park, for which District Council Officers proposed an annual licence fee of £3,000. The Clerk provided the Council with an overview of the initial approach received from District Councillor Vaughan, who had said that the proposal for a Market was supported by the Cabinet. The Mayor felt that the Market area, if it was to proceed, could also be used by as a Community area. However, it was felt that the Town Council could only continue discussion on this option if Officers at Forest of Dean District Council agreed first to their own members proposal to provide a market space.

Speaking as a County and District Councillor, Cllr Preest agreed that the provision of a market space should be at no cost to the Town Council and he sought confirmation that the Town Council that it would consent to him contacting the Leader of Forest of Dean District Council on the matter. Cllr Leach felt that a remote meeting between both organisations should take place.

12. TOWN CLERK'S REPORT

The Clerk reported on the work had been completed on the draft budget and expressed thanks for the support of his colleagues. Advertising and administering the litter collection and grass cutting contracts had a major piece of work. The Clerk also advised that the Personnel Committee had acknowledged the impact on its Officers when the Council resumed 'normal' business on its Agendas and the usual Committee meeting schedule, although the Office Team was still largely working from home. This had resulted in certain activities not progressing as quickly as the Clerk would have wished.

13. CORRESPONDENCE

None.

(Note. Cllr Preest excused himself from the meeting at this point.)

14. REPORTS

Cllr S Holmes questioned if the Council had publicised the 'free parking' dates which had been agreed Bream Road and Newerne Street car parks. The Assistant Clerk advised that the dates had been publicised on the Town Council's Facebook page and she believed that Forests of Dean District Council were also promoting the facility.

15. MEETING DATES

The Council NOTED that its next meeting was scheduled to take place on Monday 11th January 2021 at 7.00 pm, via Zoom.

CLOSED SESSION
PAGES 46-47 EXEMPT

16. MOTION TO EXCLUDE THE PUBLIC AND PRESS

The Council resolved to continue in 'Closed Session' under the provisions of The Public Bodies (Admission to Meetings) Act 1960 as the following business to be conducted was

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/12/14 – 45

considered to be of a confidential nature.

17. CONTRACTS

The Council unanimously Resolved to:

- Accept the Tender from Countrywide Grounds Maintenance for Lydney Town Council's Grass Cutting contract.
- Accept the Tender from Forest Equipment Services for Lydney Town Council's Litter Collection contract.
- Accept the charge by Wellers Hedley Solicitors for producing contracts for above.
- Arrange for each organisation to provide a presentation on their proposal in respect of the Regeneration and Covid Recovery Project. Officers were instructed that initial funding in the Budget for 2021/22 should comprise the £10,000 Small Business Rate Relief Grant and the £32,000 (approximately) of savings achieved in the review of Earmarked Reserves

18. STAFF MATTERS

- 18.1 Town Clerk's Probationary Period – Unanimously APPROVED; the Town Clerk was now a permanent member of staff in accordance with the issued Contract of Employment.
- 18.2 Finance Assistant – It was unanimously AGREED that the Finance Assistant post be re-titled Finance Assistant / Assistant RFO.
- 18.3 Salary Bonuses – It was unanimously RESOLVED that all staff be paid a flat-rate bonus of £500, even if it exceeded the Town Clerk's recommendation of using the underspend in the Corporate Budget.

The meeting closed at 9.24 pm

Chairman

Date

LYDNEY TOWN COUNCIL

Lydney Town Council
PRELIMINARY PURCHASE DAYBOOK

Order by Invoices Entered

Purchase Ledger for Month No 9

Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
26/11/2020	MISC/ATB/352		COINROS	COI001	313.92	62.78	376.70	4500	400	313.92	Shrubs for Primrose Hill
09/11/2020	10911	101	LYDNEY SETTLED EST	LYD004	110.00	22.00	132.00	4485	400	110.00	Repair to Town Tubs
11/11/2020	10914	JY/58	LYDNEY SETTLED EST	LYD004	16.67	3.33	20.00	4485	400	16.67	Repair Flower Tubs
17/11/2020	3569	41	MAKINSON	MAK001	57.00	11.40	68.40	4055	100	57.00	November Payroll
30/11/2020	159949	107	OFFICE STAR	OFF001	254.54	50.90	305.44	4155	150	254.54	Stationery
26/08/2020	BK198934		SLOC	SLC001	145.00	29.00	174.00	4060	100	145.00	Cemetery Training AC
30/11/2020	158804	92	TATE	TAT001	140.00	28.00	168.00	4130	150	140.00	Log me in access
30/11/2020	186788		TATE	TAT001	35.00	7.00	42.00	4130	150	35.00	Lap Top Hire November
30/11/2020	18975	71	TATE	TAT001	82.00	16.40	98.40	4130	150	82.00	Mailbox Charges November
27/11/2020	400041009		TINDLE NEWSPAPERS	TIN001	240.00	48.00	288.00	4100	150	240.00	Advert for Contract Renewals
04/12/2020	400041376		TINDLE NEWSPAPERS	TIN001	240.00	48.00	288.00	4100	150	240.00	Advert for Contract Renewals
13/11/2020	0865 AHC599	111	TRAVIS PERKINS	TRA001	156.92	31.38	188.30	4460	400	156.92	Landscap Bark x2
03/12/2020	9569	116	WORKSAFELY	WORK001	205.35	0.00	205.35	4185	150	205.35	GRD Staff PPE
08/12/2020	INTERNAL		EXPENSES	EXP001	95.40	0.00	95.40	4060	100	95.40	Training Petrol Expenses RB
02/12/2020	510362	117	CHARLES SAUNDERS	CHAR001	188.20	0.00	188.20	4185	150	188.20	Clear Vinyl Gloves
23/11/2020	1202	21/108	LUKE	LUK001	1,750.00	0.00	1,750.00	4400	300	900.00	Annual Christmas Lights
09/12/2020	EMAIL		FODDC	FODDC	487.00	0.00	487.00	4700	150	487.00	Christmas Lights/Hilton Court
30/11/2020	8813	JY/54 57 59 62	LIGHT FANTASTIC	LIG001	30.07	6.01	36.08	4485	400	30.07	Planning Consent for Banners
30/11/2020	IN77603	JY/63	MINCOST	MIN001	56.30	1.36	57.66	4185	150	46.50	Repairs
02/12/2020	SH120351	110	J PARKER BULBS	JPAR001	33.95	6.79	40.74	125	0	6.80	Chain Saw Helmet
02/12/2020	SH120442	LTC/110	J PARKER BULBS	JPAR001	28.00	5.60	33.60	125	0	33.95	Chain Saw File
10/12/2020	EMAIL		LYDNEY HUB	LYD001	500.00	0.00	500.00	4235	170	28.00	Narcissi (Recharge LRT)
										28.00	Narcissi
										500.00	Civic Donation Christmas Meals
TOTAL INVOICES										5,165.32	
TOTAL INVOICES										377.95	5,543.27

AGENDA
ITEM 6.1