

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/11/09 – 34

Minutes of the meeting held via Zoom¹ on Monday 9th November 2020 at 7.15pm.

PRESENT: Cllrs W Leach (Chairman), J Carr, J Greenwood, A Harley, R Holmes, S Holmes, R Kemsley, P Macklin, A Preest (*until Agenda Item 7*), S Stockham and S Turner

Two members of the public
Mr S Holley – Town Clerk
Miss C Wheeler – Assistant Clerk – Minute Taker

1. **APOLOGIES**

None.

2. **DECLARATIONS OF INTEREST**

Cllr R Kemsley – Agenda Item 7 – Council Newsletter (discussion on printing options only)

3. **OPEN FORUM**

None.

4. **APPROVAL OF MINUTES**

The Minutes of the meeting of the Council held on 12 October were APPROVED as a correct record, following a Proposal by the Chairman. Unanimously AGREED.

5. **DESTINATION LYDNEY HARBOUR – PARTNERSHIP WORKING PROPOSAL**

The Clerk reported that Forest of Dean District Council had advised of a delay in facilitating an electrical connection for the site. Without a start date for the contract, no further progress could be made on obtaining quotations to clean/undertake keyholder duties for the public toilets and information point. The Clerk also advised that he had requested that the Officer leading the project provide estimated costings for the matters identified in their previous e-mail, in order that the Council could consider which projects it wished to support. NOTED.

6. **DEAN FOREST GREENWAY/MULTI-USE TRACK**

Cllr Greenwood provided a verbal report as one of the Council's lead members for this project. He reminded the Council that it had previously resolved not to take any further action on the project until such time as a definite route had been agreed. It was noted that West Dean Parish Council had commissioned a company from Bristol to find a route and the project had progressed to the point that West Dean Parish Council were now willing to submit a formal planning application in respect of the route. Cllr Greenwood emphasised the importance of extending the 20 mph zone further on Forest Road. Additionally, he advised that the Town Council may be asked to contribute funding and resources to the project, however, as yet no such request had been received.

The Chair highlighted that the Council needed to be informed of any funding requirements in order that provision may be included in the Council's budget.

Speaking in his capacity as a County Councillor, Cllr Preest detailed the support

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 – 2020/11/09 – 35

Gloucestershire County Council had provided to the project through its submission to the Government's Emergency Active Travel Fund Tranche 2 for funding, together with the extension of the 20mph zone. Cllr Preest felt that it was imperative that the project's bid for funding was successful and offered thanks to Cllr Greenwood for pursuing the project as the Town Council's representative.

Cllr Kemsley was requested to provide County Cllr Preest with specific details, following his statement that some areas of Newerne Street were now flooded since the implementation of the Lydney Cycleway.

Action by – Cllr Kemsley

It was Proposed by the Chair that the Town Council write an open letter to West Dean Parish Council advising that it supported the project and was pursuing the extension of the 20 mph zone in Forest Road. Furthermore, it would request details of any financial contributions the Town Council may be expected to make in the future. Unanimously AGREED.

Action by – the Clerk

7. COUNCIL NEWSLETTER

The Council was requested to consider a report provided provided by the Grants and Events Administrator outlining a number of options for the printing and delivery of future newsletters.

Cllr Kemsley declared an interest in the options provided for the printing of the newsletter.

It was Proposed by Cllr Carr, Seconded by Cllr Stockham, that the quotation for an 8 page, stitched booklet be accepted from The Graphics Shack (Option 2(ii)) at a cost of £3,196 (zero rated VAT) per annum. Unanimously AGREED, although the firm should be requested to use a lighter paper than the 120 gsm paper quoted for, if possible.

Attention then turned to the distribution options for the newsletter.

Note: Cllr Preest excused himself from the meeting at this point after expressing thanks for the Remembrance Service which had taken place on the weekend.

The Clerk recommended Option B.1 – Keep it Gloucestershire Printers and Leaflet Distribution as the second cheapest quote, because the cheapest was from a firm that could not undertake to confirm what house/streets would be covered before or after the delivery run. The Council noted that that this would be for distribution shared with other leaflets and that Officers would be required to transport the printed copies to Hucclecote at an additional cost, which should still be cheaper than the third cheapest quote.

It was Proposed by Cllr R Holmes, Seconded by Cllr Harley that the quotation from Keep it Gloucestershire Printers and Leaflet Distribution would be accepted at a cost of £786.96 plus VAT per annum plus the cost of transporting the newsletter to the organisation's premises. Unanimously AGREED.

The Grants and Events Administrator was thanked for providing an excellent report.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/11/09 – 36

8. **APPOINTMENTS TO COMMITTEES**

Cllrs S Holmes and Macklin volunteered to join the Planning and Highway Committee. Unanimously AGREED.

Cllr Turner requested that she be appointed to the Amenities Committee. Unanimously AGREED.

9. **REVIEW OF COUNCIL MEMBERSHIP/REPRESENTATION ON EXTERNAL BODIES/AGENCIES/ORGANISATIONS**

The Council was requested to consider the list of organisations to which it had previously appointed representatives. It was noted that the list contained a number of vacant appointments.

It was AGREED that the following organisations/roles would be removed from the list:

- War Memorial Officer
- Lydney in Bloom
- Community Economic Development Forum

Furthermore, it was AGREED that the position of Mayor would be appointed to act as a representative to the following positions:

- Forest of Dean Sea Cadets
- Gloucestershire Association of Parish and Town Councils
- Gloucestershire Market Town Forum

During discussion it was AGREED to request the Clerk to investigate the need for the Council to appoint representatives to the following organisations:

- Rural Sounding Board of Parish Council Representatives
- RDPE
- Local Action Group – Forest Sub-Group

The Clerk would also contact the Forest of Dean Health Forum to establish their meeting frequency/dates.

Action by – the Clerk

The Clerk would circulate a revised list in order that appointments may be considered at the December meeting.

Action by – the Clerk

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

The Clerk provided Council with an update on the progress made to date, namely:

- In October the Council resolved to work on a zero increase in the Precept for 2021/22.
- Each of the Council's Committees had, or shortly would, provided their draft budgets for 2021/22.
- That the Council's Charitable Trusts would consider their draft budgets on 23rd November 2020 in order that their donation requests could be submitted.

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/11/09 – 37

- Work was being undertaken on the Council's contracts for Grass-Cutting and Litter Collection which were due to end on 31st March 2021.

The Report was NOTED.

11. **RESPONSE TO COVID-19 SECOND LOCKDOWN**

It was NOTED that the Lydney Community Support Group had advised that it did not require any Council support at present. The Chair expressed thanks to the volunteers for all that they were undertaking on behalf of the Town.

The Clerk was asked to convey the Council's thanks and appreciation to the Group Co-ordinator.

12. **FINANCIAL MATTERS/RFO REPORT**

12.1 **Payments**

The Council was requested to approve the circulated list of accounts for payment. Proposed by Cllr R Holmes, Seconded by Cllr Stockham and unanimously APPROVED.

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

The Council NOTED the above financial reports for Month 7.

12.3 **Youth Engagement Project**

Cllr Macklin provided the Council with an overview of the exchange of e-mails which had taken place since the last meeting. Lydney Hub had suggested that they could utilise the £200 funding to deliver a free school meals project directed at the young people of the Town.

The Council was aware that the Government had now extended its free school meals scheme to include Christmas and Easter; however, it was understood that this scheme offered parents/guardians a voucher to be exchanged for food from specified supermarkets rather than a pre-prepared meal. It was felt that the Hub's project could operate on a similar system as per the HiPS 'Community Lunch' scheme and Cllr Macklin was asked to obtain feedback on the success of the scheme.

While the Council had initially budgeted £200 for a Youth Engagement Project, it was suggested that it may be possible to utilise further funding, perhaps from the Mayor's Civic Fund, subject to the Mayor's discretion. It was AGREED to request Cllr Macklin to ask the Hub to provide the following:

- Written details on whatever scheme they were proposing to run based on an initial donation of £200, including how the scheme would be delivered.
- The estimated duration of the scheme based on the initial donation.
- How the scheme would work alongside the one operated by Government.
- How the scheme would be publicised.
- Details of how the scheme could be scaled up if additional funds were available.

Action by – Cllr Macklin

13. **TOWN CENTRE COMMUNITY AREA**

The Council was requested to consider an e-mail response from Forest of Dean District

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/11/09 – 38

Council (FODDC) regarding the suggestion by District Cllr Vaughan that the Town Council consider leasing an area of the Newerne Street Car Park for use as a market space. It was noted that FODDC had advised a charge of £3,000 plus VAT per annum for the lease of 30 parking spaces. The Clerk informed the Council that, in response, he had advised the FODDC Officer concerned that the initiative had been from District Cllr Vaughan, with the support of the Cabinet. However, if FODDC was willing to consider the creation of a shared space (i.e. market space for a defined number of days, and community space for the remaining days) the Town Council may consider providing a contribution.

During discussion the need to ascertain any other costs which may be involved was highlighted and concern was expressed over the possibility that parking for the disabled may need to be relocated.

14. **TOWN REGENERATION AND COVID REC OVERY - UPDATE**

The Clerk advised that contractors would be asked to submit their quotations for 7th December 2020 in order that the Council would have one week prior to the December Full Council meeting to review same. This would assist the Council with its draft budget calculations.

It was Proposed by the Chair that the three contractors be requested to submit their bids by 7th December 2020; if any of the contractors felt that they would be disadvantaged by this timeframe due to the current Lockdown, the Mayor and the Clerk would discuss convening an Extraordinary Meeting in order for the matter to considered prior to the meeting of the Council scheduled to be held on 11th January, the latest date at which it could set the Budget and Precept for 2021/22. Unanimously AGREED.

15. **TOWN CLERK'S REPORT**

In response to a member's question, the Clerk advised that discussion was taking place with providers with a view to the Council finding a cheap and effective solution to live stream its meetings.

It was also noted that investigations were being conducted on restoring the ability for confidential information to be electronically viewed by Councillors.

16. **CORRESPONDENCE**

None.

17. **REPORTS**

- (i) Cllr Kemsley advised that he had attended a meeting on the Dean Forest Greenway and also a meeting of the Multi Agency Stakeholder Flood Defence Group.
- (ii) Cllr Stockham advised that he had received a complaint regarding cars racing in Hill Street and also the car park. Cllr Stockham was advised to report the matter to the Police.
- (iii) Speaking on behalf of a wreath-laying organisation, Roger Holmes commented on the arrangements for wreath-laying on Remembrance Sunday. The Chair explained the discussions which had taken place between the local branch of the Royal British Legion, the Town Council and St Mary's Church prior to the event

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/11/09 – 39

and that the Covid-19 Lockdown had made it difficult to organise Remembrance Sunday as all would have liked. A debrief meeting had been proposed for all parties to discuss what went well and what could be improved, and hopefully address any misunderstandings.

(iv) Cllr Leach informed the Council of the following:-

- That a consultation was currently being undertaken on the new hospital and the services which should be provided to the south of the Forest. All present were encouraged to engage with the consultation and Cllr Leach advised that an NHS information bus would be located in the Newerne Street Car Park on Thursday.
- In his capacity as a Church Leader he encouraged members of the public to display a star on their houses. It was noted that an independent group were encouraging members of the public to light up their houses.
- That, while the Victoria Centre was not able to offer a Christmas meal at the Centre this year, a group was forming to deliver meals to people in the community. It was noted that £500 would be donated from the Mayor's Civic Fund to support the Group's efforts.

(v) Cllr Harley had been informed that members of the public who had moved on to the developments on Highfield Hill were experiencing difficulties in accessing Doctors, Dentists and nursery places.

18. MEETING DATES

The Council NOTED that its next meeting was scheduled to take place on Monday 14th December 2020 at 7.00pm, via Zoom.

The meeting closed at 9.04 pm

Chairman

Date

LYDNEY TOWN COUNCIL

Appendix A

09/11/2020		Lydney Town Council								Page 34	
10:20		PRELIMINARY PURCHASE DAYBOOK								User: CEHW	
Purchase Ledger for Month No 8				Order by Invoices Entered							
Nominal Ledger Analysis											
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
21/10/2020	02105	CONTRACT	DBS	DBS001	30.00	6.00	36.00	4110	150	30.00	Service of Fire Extinguishers
30/10/2020	0682	LTC/103	DUNCAN MATTHEWS	DUN001	100.00	0.00	100.00	4200	160	100.00	Repair Brake Pipes/Fluid
12/10/2020	39394	LTC/96	GOOCH GROUP	GOO001	31.33	6.26	37.59	4515	400	31.33	Black Bin Bags
31/10/2020	8687	JY48 52	LIGHT FANTASTIC	LIG001	20.90	4.18	25.08	4610	400	13.39	Red White Tape/Balast
								4300	200	7.51	Padlocks for Memorial
23/10/2020	3637	LTC/41	MAKINSON	MAK001	57.00	11.40	68.40	4055	100	57.00	October Payroll
28/10/2020	70189722	LTC/23	MONMOUTHSHIRE	MON001	439.17	87.83	527.00	4610	400	439.17	Annual Play Inspection
30/10/2020	159208	LTC/99	OFFICE STAR	OFF001	8.50	1.70	10.20	4155	150	8.50	Stationery
13/10/2020	51119417	LTC/94	J PARKER BULBS	JPAR001	395.00	79.00	474.00	4505	400	395.00	Variety of Bulbs
14/10/2020	3634	LTC/98	P B SAFETY	PBS001	34.22	6.84	41.06	4175	150	34.22	First Aid Burns Kit
18/10/2020	375	LTC/97	PROMO PRO	PRO001	24.00	4.80	28.80	4185	150	24.00	4 Garments Embroidered PPE
26/10/2020	17471	JY/55	REVILL	REV001	8.33	1.67	10.00	4515	400	8.33	Shelf for Rake
31/10/2020	18670	CONTRACT	TATE	TAT001	35.00	7.00	42.00	4130	150	35.00	Hire of Lap Top Town Clerk
31/10/2020	18673	LTC/92	TATE	TAT001	140.00	28.00	168.00	4130	150	140.00	4 x Remote Access
31/10/2020	18744	LTC/71	TATE	TAT001	82.00	16.40	98.40	4130	150	82.00	Mthly Mailbox Charges
03/11/2020	86/1327	CONTRACT	LYDNEY HUB	LYD001	3,625.00	0.00	3,625.00	335	0	3,625.00	Grant for Quarterly Rental
03/11/2020	FUEL		EXPENSES	EXP001	95.40	0.00	95.40	4060	100	95.40	Expenses
08/11/2020	3172	LTC/104	FREEMAN HEATING	FRE001	85.00	0.00	85.00	4105	150	85.00	Boiler Annual Service
TOTAL INVOICES					5,210.85	261.08	5,471.93			5,210.85	
VAT ANALYSISCODE NRS @ 0.00%					185.00	0.00	185.00				
VAT ANALYSISCODE OTS @ 0.00%					95.40	0.00	95.40				
VAT ANALYSISCODE S @ 20.00%					1,305.45	261.08	1,566.53				
VAT ANALYSISCODE Z @ 0.00%					3,625.00	0.00	3,625.00				
TOTALS					5,210.85	261.08	5,471.93				