

LYDNEY TOWN COUNCIL

MEETING OF THE COUNCIL – 2021/05/17 – 01

Minutes of the Annual Council Meeting held at Lydney Community Centre, Naas Road, Lydney on Monday 17th May 2021 at 7.07 pm.

PRESENT: Cllrs A Harley (Mayor and Chairman of the meeting), J Carr, J Greenwood, C Harris, R Holmes, S Holmes, R Kemsley, W Leach, P Macklin, A Preest, T Saunders, S Stockham, E Taylor, S Thomas-Brown and C Vaughan

Ten members of the public (in person or via Zoom)
Mr S Holley – Town Clerk
Miss C Wheeler - Assistant Clerk (Minute Taker)

Cllr Leach, as outgoing Mayor/Chairman of the Council, presided over the opening of the meeting.

Cllr Leach welcomed to the Council the five Councillors elected on 6th May 2021.

1. **ELECTION OF MAYOR/CHAIRMAN OF THE COUNCIL**

Cllr S Holmes Proposed Cllr Harley for the position. Seconded by Cllr Carr.
Cllr Thomas-Brown Proposed Cllr Vaughan for the position. Seconded by Cllr Saunders.
No other nominations were received.

Cllr Leach invited both candidates to give a short statement on why they were seeking election to the position.

The above nominations were put to a vote and Cllr Harley was duly elected as Mayor/Chairman of the Council. Vote CARRIED.

As outgoing Mayor, Cllr Leach gave an overview of the actions which had been completed during his two terms in office. Cllr Leach offered thanks to the Councillors who had served in various ways during his term of office, and to the Council staff.

Cllr Harley signed her Declaration of Acceptance of Office and expressed thanks to her fellow Councillors for their support.

Cllr Harley chaired the meeting from this point.

2. **APOLOGIES**

None.

3. **ELECTION OF DEPUTY MAYOR**

Cllr Harley Proposed Cllr Leach for the position. Seconded by Cllr Stockham.
Cllr Vaughan Proposed Cllr Thomas-Brown for the position. Seconded by Cllr Saunders.
No other nominations were received.

The above nominations were put to a vote and Cllr Leach was duly elected as Deputy Mayor. Vote CARRIED.

Cllr Harley expressed thanks to Cllr Kemsley, as outgoing Deputy Mayor for the work undertaken during his term of office.

Cllr Leach excused himself from the meeting at this point.

4. **DECLARATION OF INTERESTS**

None.

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5. **OPEN FORUM**

A member of the public, who had previously voiced concern over vehicles parking outside the Original Factory Shop and Martin's Newsagents, questioned what action had been taken to address the situation. The Mayor advised that the area did not possess the correct signage to allow enforcement of a loading restriction; Cllr Harris advised that it was impossible for deliveries to be made to the rear of Martin's as there was insufficient turning space in the car park and the rear door of the premises was not wide enough to allow for delivery cages to be brought through. Cllr Preest (Chair of the Planning and Highways Committee) felt that patrons of Greggs exacerbated the situation and he gave a commitment to raise the issue with Gloucestershire County Council's Local Highway Manager. Furthermore, Cllr Preest felt enforcement and driver education by the Police to be a key requirement to addressing the situation. The matter would be a future agenda item.

Action by – the Clerk

A member of the public asked why details of the Council's contracts were not being displayed on its website despite the Clerk previously committing to publicise such. The Clerk expressed thanks for the matter being raised again and gave a commitment to ensure that the website was updated. The member of public then questioned if the Council's Governing Documents (e.g. Standing Orders etc) could remain on the Council's website in order that they may be viewed by the public. Furthermore, it was asked if details of the Zoom meeting link could be published on the meeting Agenda in the future. The Clerk confirmed that the Council's Governing Documents were already shown on the website and would be updated following the meeting and gave a commitment to include the Zoom meeting link on published Agendas as an immediate action.

Action by – the Clerk

A member of the public enquired if the Council had previously considered the formation of a Youth Council. Cllr Harris explained that the Council had formed a Youth Council some years previously. Initially it had been well supported, but enthusiasm by Youth Council members had waned and it eventually ceased operation. Cllr Vaughan supported engagement with Youth Councils operated by local secondary schools and also Lydney Hub. Cllr Thomas-Brown called for engagement with Hearts of the Forest School in addition to primary schools and another member of the public spoke in support of a Youth Forum.

6. **APPROVAL OF MINUTES**

The Minutes of the meeting of the Council held on 12th April 2021 were Proposed by the Chairman and APPROVED as a correct record with five abstentions.

7. **REPORTS**

Speaking in his capacity of County Councillor, Cllr Preest expressed thanks for his recent re-election and stressed the need for all Councillors to work together.

District Cllr Vaughan echoed the need for all Councillors to work together and advised that she had kept the Clerk informed of the situation regarding a group of travellers who had based themselves in the Newerne Street car park. Responding to a request made by Cllr Thomas-Brown, Cllr Vaughan advised that Forest of Dean District Council's Cabinet would be investigating methods to prevent such access in the future and would look at finding an alternative site for travellers in the Forest of Dean.

8. **FINANCIAL MATTERS/RFO REPORT**

8.1 **Payments**

Approval of the list of payments circulated for approval at the meeting (Appendix I) was Proposed by Cllr Stockham, Seconded by Cllr S Holmes and AGREED with five abstentions.

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8.2 Bank Statements

A number of Councillors queried what service certain suppliers provided to the Council (e.g. website, insurance, IT, regeneration services, wildflower seed, H & S/employment law advice). The Clerk agreed to provide the Council with clarification on said payments shown on the Bank Statements.

Action by – the Clerk

The Clerk highlighted that financial information was provided to the Council in advance of the meeting and requested that any questioned be raised in advance, not on the night, to ensure that a response could be provided.

The Council NOTED the Bank Statements for month 1 and the use of the Council's Debit Card.

8.3 Councillor Training

(i) Being a Good Councillor Course - GAPTC

It was agreed that all five newly elected Councillors would attend said training at a cost of £25 per person per session; two sessions required (total of £250). It was noted that whilst the course was currently being provided on-line the training provider may choose to hold future courses face to face which may result in an increased charge. Proposed by Cllr S Holmes, Seconded by Cllr Harris and unanimously AGREED.

Action by – the Clerk

(ii) Planning in Plain English Course – GAPTC

It was agreed that Cllrs Stockham, Holmes, Leach (plus any members appointed to the Planning and Highway Committee later in the meeting) would attend said training at £35 per person. Vote CARRIED with one abstention.

Cllr Vaughan suggested that the Clerk may wish to contact Forest of Dean District Council to ascertain if their Planning Officers were able to provide training to Councillors.

Action by – the Clerk

Cllr Preest excused himself from the meeting at this point.

9. ADOPTION OF FORMAL DOCUMENTATION

The Council was asked to adopt the following documents:

(i) Standing Orders

It was noted that the document had originally been approved late in 2019 following a revision to the National Model. The Clerk proposed to make a minor change to the text. Adoption on the revised document was Proposed by Cllr Stockham, Seconded by Cllr S Holmes. Vote CARRIED with five abstentions. It was AGREED that a more detailed review should be undertaken over the following 12 months.

(ii) Financial Regulations

The Clerk drew attention to the change to item 4.1 which had been agreed in September 2020 concerning an increase to expenditure authority limits. The Clerk requested consent to amend items 4.5 and 6.18 to match the authority limits bestowed on their position until item 4.1 (i.e. £5,000.00). Approval Proposed by Cllr Kemsley, Seconded by Cllr S Holmes. Vote CARRIED with four abstentions.

(iii) Code of Conduct for Members

Adoption Proposed by Cllr Vaughan, Seconded by Cllr Harris and unanimously AGREED.

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10. **MEETING SCHEDULE 2021/22 AND COVID SAFETY FOR MEETINGS**

The Clerk advised of the intention to follow the Council's normal meeting schedule, where possible. However, this would be dependent upon the availability of venue hire as the Council was required to comply with social distancing, etc. The intention to hold monthly Council meetings was noted, however, the Clerk suggested that it may be necessary to scale down some Committee meetings. A number of other potential venues were suggested by Councillors, including 3 Hill Street and Forest Oak Farm.

Cllr R Holmes highlighted that the Council had previously resolve to livestream its meetings and he requested that the Clerk recommence their enquiries into this facility.

Action by – the Clerk

During discussion it was agreed the meeting of the Planning and Highway Committee would take place on 14th June 2021 and that the Burial Committee meeting which had been scheduled for 1st June 2021 be postponed due to lack of business.

Cllr Harley recommended that Committee Chairmen make contact with their fellow Committee Members in order that they may be familiarised with the business of the Committee.

Action by – Committee Chairmen

Adoption of the current schedule, subject to change due to Covid restrictions and venue availability, was Proposed by Cllr Harley and unanimously AGREED.

Lateral Flow Tests

The Council was asked to consider a proposal from Cllr Harris that, as part of its duty of care to its employees, all Members be required to take a lateral flow test prior to attending future Council meetings.

Whilst Cllr Harley sympathised with Cllr Harris's proposal, she advised that the Council did not have the power to enforce such a requirement. Instead, Cllr Harley urged all present to voluntarily take a lateral flow test before attending Council meetings.

11. **CIVIC AND EVENTS LISTING**

It was noted that the list of annual events was subject to Covid restrictions and venue availability. Adoption Proposed by Cllr Carr, Seconded by Cllr Stockham. Vote CARRIED.

12. **REMIT OF COMMITTEES**

Adoption of the version created in 2019 was Proposed by Cllr Harley. Vote CARRIED.

Attention was drawn to the draft remit which had been produced for the Environmental Working Group, which had been in operation for two years without a remit. Adoption was Proposed by Cllr Harley and unanimously AGREED.

The intention to form a new Health and Social Care Working Group was noted and Cllr Harley Proposed that she bring recommendations to a future Council meeting. Unanimously AGREED.

13. **APPOINTMENT OF MEMBERS TO COMMITTEE AND ELECTION OF CHAIRS**

It was noted that Cllr Leach (as Mayor) had previously been an *Ex Officio* member of every Committee. As Cllr Leach had left the meeting by this point the Clerk would contact him after the meeting to ascertain which Committees he wished to remain on.

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13.1 Committee membership

The following appointments were AGREED:

(i) Amenities Committee

Cllrs J Carr, A Harley, R Holmes, S Holmes, T Saunders, S Stockham, E Taylor, S Thomas-Brown, C Vaughan, W Leach (pending)

(ii) Planning and Highway Committee

Cllrs J Greenwood, A Harley, S Holmes, P Macklin, A Preest, S Stockham, C Vaughan, W Leach (pending)

(iii) Burials Committee

Cllrs A Harley, R Holmes, S Holmes, T Saunders, S Stockham, E Taylor, W Leach (pending)

(iv) Finance and Scrutiny Committee

Cllrs A Harley, C Harris, R Holmes, S Holmes, A Preest, S Thomas-Brown, C Vaughan, W Leach (pending)

(v) Personnel Committee

Five members, being the Mayor and the Chairs of the Amenities Committee, Burials Committee, Finance and Scrutiny Committee and the Planning and Highways Committee

(vi) Town Improvement Sub-Committee

Cllrs A Harley, C Harris, R Holmes, S Holmes, A Preest, S Thomas-Brown, C Vaughan, W Leach (pending)

13.2 Committee Chairs

(i) Amenities Committee

Cllrs Saunders and S Holmes were both Proposed/Seconded for the position. No other nominations were received. The nominations were put to a vote and Cllr S Holmes was duly elected as Committee Chairman. Vote CARRIED.

(ii) Planning and Highway Committee

Cllr Vaughan Proposed Cllr Preest for the position in his absence. Seconded by Cllr Harris. No other nominations were received. The above nomination was put to a vote and Cllr Preest was duly elected as Committee Chairman. Vote CARRIED.

(iii) Burials Committee

Cllrs Stockham and Taylor were both Proposed/Seconded for the position. No other nominations were received. The above nominations were put to a vote and Cllr Stockham was duly elected as Committee Chairman. Vote CARRIED.

(iv) Finance and Scrutiny Committee

Cllrs R Holmes and Thomas-Brown were both Proposed/Seconded for the position. No other nominations were received. The above nominations were put to a vote and Cllr R Holmes was duly elected as Committee Chairman. Vote CARRIED.

(v) Town Improvement Sub-Committee

It was Proposed by Cllr Harley that the Mayor would chair the Committee. Unanimously AGREED.

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13.3 Appointment of 'Lead Councillors'

(i) Bathurst Park and Recreation Trust

Cllr Kemsley was Proposed/Seconded for the position. No other nominations were received. The above nomination was put to a vote and Cllr Kemsley was duly elected as Lead Councillor/Chairman.

(ii) Lydney Recreation Trust

Cllrs Kemsley and Harris were Proposed/Seconded for the position. No other nominations were received. The above nominations were put to a vote and Cllr Kemsley was duly elected as Lead Councillor/Chairman.

(iii) Lydney Flood Defence Working Group

Mayor, Deputy Mayor, Chairman of Planning & Highway Committee, Cllr C Harris, Cllr C Vaughan.

(iv) Environment Working Group

Cllr Stockham was Proposed/Seconded for the position. No other nominations were received. The above nomination was put to a vote and Cllr Stockham was duly elected as Lead Councillor.

(v) Youth Working Group

Cllr Taylor was Proposed/Seconded for the position. No other nominations were received. The above nomination was put to a vote and Cllr Taylor was duly elected as Lead Councillor.

(vi) Health and Social Care Working Group

Cllr Thomas-Brown was Proposed/Seconded for the position. No other nominations were received. The above nomination was put to a vote and Cllr Thomas-Brown was duly elected as Lead Councillor.

It was noted that the Mayor would be an Ex Officio of the Health and Social Care Working Group.

14. APPOINTMENT OF MEMBERS TO EXTERNAL ORGANISATIONS

Lydney Town Hall Trust Management Committee	T Saunders
Lydney & District Twinning Association	R Kemsley/S Thomas-Brown
Adverse Weather Warden(s) (4)	W Leach/A Preest/R Kemsley/S Stockham
Citizens Advice Bureau	R Kemsley - TBC
Nuclear Electric	J Greenwood/S Thomas-Brown
Rural Sounding Board of Parish Council Representatives	J Greenwood
Forestry Commission Advisory Committee	J Greenwood/S Thomas-Brown
Forest of Dean Sea Cadets	Mayor
Royal British Legion	Mayor/Deputy Mayor
RDPE	TBA
Forest of Dean Health Forum (2)	S Holmes/C Vaughan
Road Safety Liaison Committee	Chairman of Planning and Highway
Committee	
Bledisloe New Zealand Trust	R Kemsley/S Thomas-Brown
Education/Youth Liaison	E Taylor
Lydney Hub	P Macklin
Lydney Coastal Community Team Executive Board	Mayor/Deputy Mayor
Rail/Transport Matters (3)	J Greenwood/A Preest/R Holmes
Gloucestershire Chartered Parish Group	Adhoc depending on Cllr availability
Lydney Air Quality Management (LAQM)	Chairman of Planning and Highway Committee/S Thomas-Brown
Gloucestershire Association of Parish and Town Councils (GAPTC)	Mayor

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Dean Forest Greenways	J Greenwood/J Carr/S Stockham/R Kemsley
Local Action Group – Forest Sub-Group	A Harley
Gloucestershire Market Towns Forum	Mayor
Yorkley Court Farm Community Fund (2)	J Greenwood/R Kemsley
Dementia Leads	S Holmes/S Thomas-Brown
Lydney Area in Partnership	A Harley/E Taylor

The Clerk would investigate whether the Citizens Advice Bureau continued to require the Council to appoint a representative.

Action by – the Clerk

15. **APPOINTMENT OF MAYOR'S CADET**

It was Proposed by Cllr Harris, Seconded by Cllr Carr, that the Council defer seeking nominations for the Mayor's Cadet until more 'Covid-safe' times, in view of the requirement to accompany the Mayor at Civic/public events. Unanimously agreed.

16. **REVIEW OF OTHER DOCUMENTS**

It was Proposed by Cllr Harley that the following documents be adopted *en bloc* subject to a review by Council or it's Committees in three months' time. Unanimously AGREED.

- (i) Asset Register
- (ii) List of Bank Signatories
- (iii) List of Standing Orders and Direct Debits
- (iv) List of Subscriptions for the Council and its staff
- (v) Insurance Policies
- (vi) Scheme of Delegation
- (vii) Policy on Member/Officer Relations
- (viii) Freedom of Information and Data Protection Policies
- (ix) Complaints Procedure
- (x) Review of Policy for dealing with the Press/Media
- (xi) Review of the Council's Employment Policies and Procedures

It was noted that other Council Policy documents would be reviewed later in the year. It was highlighted that the Lydney Community Plan was out of date and required a review. This would be an agenda item for the next meeting.

Action by – the Clerk

17. **REVIEW OF DISTRIBUTION OF THE NEWSLETTER**

Prior to the meeting the Council was provided with a report on three different options for the distribution of the newsletter which included remaining with the current distributor; returning to its original distributor who now operated a reduced distribution area or changing to delivery by Royal Mail which required printed copies to be driven to its facility in Swindon. During discussion it was noted that the Council left quantities of its newsletter in local supermarkets for collection by members of the public and that an electronic version was available from its website. Objections were made to driving printed copies of the newsletter to Swindon and spoke against using the current distributor again. A member suggested that consideration could be given toward finding a printer in Swindon who would be willing to deliver copies to the Royal Mail facility. The Clerk highlighted that Royal Mail required a 12-week lead time and that the delivery of the June edition of the newsletter was imminent, therefore, if the Council wished to change the distributor for this edition it could not do so via Royal Mail. It was suggested that Councillors deliver copies of the newsletter themselves and that enquiries be made to ascertain if 'Lydney Friends' was interested in delivering the newsletter.

After a short further discussion it was Proposed by Cllr Harley that the June edition of the newsletter be delivered by the current distributor; however, the Clerk would reiterate to

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the Company that the Council remained unhappy with previous delivery performance and this would be their final chance. In the meantime, the option for Councillors to deliver future newsletters and also delivery by Royal Mail would be explored. Vote CARRIED.

Action by – the Clerk

18. **COMMUNITY EVENT IN BATHURST PARK**

The Council was asked to appoint a Lead Councillor to take responsibility for the event. Cllr Saunders was Proposed for the position, Seconded by Cllr Carr. Unanimously AGREED.

19. **DESTINATION LYDNEY HARBOUR PROJECT**

The report provided by Forest of Dean District Council's Regeneration Officer was duly noted.

20. **URGENT BUSINESS REFERRED TO THE COUNCIL RESULTING FROM THE TEMPORARY CANCELLATION OF COMMITTEE MEETINGS**

20.1 Amenities Committee – Nothing to advise.

20.2 Burials Committee – Nothing to advise.

20.3 Finance and Scrutiny Committee – Nothing to advise.

20.4 Planning and Highways Committee – Nothing to advise.

20.5 Town Improvement Sub-Committee – Cllr Harley gave an overview of the work undertaken to date. It was noted that the Lydney Forward website was now live; that discussion was taking place with local businesses and that an application would be made to the Levelling Up fund.

21. **TOWN CLERK'S REPORT**

No report.

22. **CORRESPONDENCE**

None.

23. **DATE OF NEXT MEETING**

The Council NOTED that its next meeting was scheduled to take place on Monday 14th June 2021 at the Lydney Community Centre.

The meeting closed at 9.57 pm

Chairman

Date

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APPENDIX 1

AGENDA ITEM 8.1

Lydney Town Council Account No: '00101278

Payments Made 11 May 2021

Lydney Community Centre	£100.50
Total	£100.50

Payments for Approval for 18 May 2021

C Evans (Alpha Designs)	£2,466.33
Charles Saunders Ltd	£129.00
Countrywide Grounds Maintenance Ltd	£1,396.80
Wye Valley & Forest of Dean Tourism Association Ltd	£144.00
Light Fantastic DIY Ltd	£115.55
Makinson & Co	£68.40
P B Safety Supplies	£37.74
Place Studio Ltd	£4,200.00
Revill Mowers Ltd	£277.95
SLCC Enterprises Ltd	£180.00
Tate Computer Technology Ltd	£2,711.40
Travis Perkins Trading Co Ltd	£21.42
Work Safely Ltd	£153.50
James Hallam Ltd	£5,602.12
Expenses	£40.00
Total	£17,544.21