# LYDNEY TOWN COUNCIL

## ANNUAL MEETING OF THE COUNCIL – 2022/05/09 – 01

DRAFT Minutes of the Annual Meeting of the Council
held at Watney Hall, 3 Hill Street, Lydney on Monday 9th May 2022 at 7.00pm.

**PRESENT:** Councillors T Saunders (Mayor and Chair), S Cave (*arrived 7.05pm*), A Harley, C Harris, R Holmes, S Holmes, R Kemsley, W Leach, P Macklin, L Penny, S Stockham, E Taylor, S Thomas-Brown and C Vaughan (*left 8.13pm*)

Mr S Holley - Town Clerk
Mrs L Bendall - Assistant Clerk (Minute Taker)
Three members of the public were present for the first part of the meeting

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The new Lydney Town Crier, Mr Tim Enbom, opened up the proceedings in full livery. Councillor Harley, as outgoing Mayor/Chair of the Council welcomed all present and gave the usual 'housekeeping' announcements.

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

(i) Councillor Stockham Proposed Councillor Harley for the position and was Seconded by Councillor Leach.
Councillor R Holmes Proposed Councillor Saunders for the position and was Seconded by Councillor Taylor.
No other nominations were received.

(ii) Both candidates were invited to give a short statement on why they were seeking election to the position.

(iii) The above nominations were put to a vote and Councillor Saunders was duly ELECTED as the Mayor/Chair of the Council.

(iv) As outgoing Mayor, Councillor Harley gave an overview of the actions which had been completed during her term in office. Councillor Harley thanked the Councillors who had served in various ways during her term and the Council staff.

(iv) Councillor Saunders expressed her thanks to her fellow Councillors for their support and took the Chair from this point.

2. **APOLOGIES**

Councillor Alan Preest from Gloucestershire County Council had sent apologies.
Councillor J Greenwood was noted as absent.

3. **ELECTION OF DEPUTY MAYOR**

(i) Councillor Penny proposed Councillor Stockham for the position, seconded by Councillor Macklin.
Councillor Taylor proposed Councillor R Holmes for the position, seconded by Councillor Harris.
No other nominations were received.

(ii) The above nominations were put to a vote and Councillor R Holmes was duly ELECTED as Deputy Mayor.

(iii) Councillor Leach was thanked for his service as Deputy Mayor during his term of office.

4. **DECLARATIONS OF INTEREST**
None

5. **OPEN FORUM**
No questions were raised, or comments made.

6. **MINUTES**
(i) Councillor Harris Proposed that the Minutes of the meeting of the Council held on 11th April 2022 be approved as a correct record; this was Seconded by Councillor Taylor. APPROVED with the following Record of Voting: For – 11, Against – 0, Abstention – 3, Absent/Apologies - 1.

(ii) Councillor Penny queried if the additional counter signatory/security for electronic payments had been completed. Town Clerk confirmed the paperwork was in hand and in the meantime a slightly different system of setting up payments was being investigated with the Chair of the Finance and Scrutiny Committee, with payments being set up in advance within Lloyds by the Town Clerk and then authorised by two Councillors immediately before payment was released. This process would be bought to the next meeting of the Finance and Scrutiny Committee for consideration of approval and bought to the next full council meeting when determined.

**Action – Town Clerk to add to F&S Committee Agenda**

(iii) Councillor Penny requested confirmation that the Co-op building had been registered as a Community Asset as previously agreed.

**Action – Town Clerk**

(iv) Councillor Penny queried if it had been established whether the Gifts and Hospitality Register needed to be published.

**Action – Town Clerk**

7. **REPORTS**
(i) Councillor Thomas-Brown reported that the footpath and grass verges by Rodley Road and Harrison Way were badly overgrown; it was thought this land was owned by the Two Rivers Housing Association. Councillor Vaughan explained that she had been working with Two Rivers HA in her role as a District Councillor, and offered to take up the complaint. Councillor Vaughan would share her contact in Two Rivers HA with the Town Clerk.
(ii) Councillor Vaughan reiterated that the District Council was very keen to work together with the Parish and Town Councils and said that concerns relating to the District Council could be relayed through her.

8. **FINANCIAL MATTERS/RFO REPORT**

8.1 **Payments**
(i) The list of Payments was Proposed for approval by Councillor Harris, Seconded by Councillor S Holmes and APPROVED with the following Record of Voting: For – 13, Against – 0, Abstention – 1, Absent/Apologies - 1.

(ii) An email query relating to a payment to ASA Forces Charity for 'Jubilee Stones' had been answered before the meeting. The Clerk had explained this related to three engraved stones marking the Jubilee to be placed next to the two commemorative Oak trees and at Jubilee Corner. There were no further questions.
(iii) The Town Clerk also advised that the query raised at the last meeting relating to the purchase of the new Stiga mower had been responded to by email; the purchase had been agreed by the Amenities Committee meeting in October with the budget lines identified. The Committee had asked if a green alternative was possible, after which the Head Gardener had reported that none were available. The Town Clerk had circulated that advice to all members in November proposing the purchase be made on 1st April. No objections had been raised so the purchase had been completed. There were no further questions.

8.2 **Bank Statements and Debit Card Report**
The bank statements and Debit Card reports for Month 1 (April) were NOTED.

9. **ADOPTION OF FORMAL DOCUMENTATION**
The Council was asked to adopt the following documents:
(i) Standing Orders
It was advised that the document presented remained unchanged from what the Council had adopted at the Annual Meeting in May 2021.
Councillor S Holmes asked for the wording for Note 1 to the Introduction be updated to recognise that some meetings were virtual and Proposed that it read: "Any Councillor attending a meeting in person or virtually apparently under the influence of alcohol or drugs will be instructed to leave the building or meeting." This was Seconded by Councillor Penny and APPROVED with the following Record of Voting: For – 13, Against – 0, Abstention – 1, Absent/Apologies - 1.
Councillor Leach then Proposed that the Standing Orders be approved with that change, Seconded by Councillor Stockham and APPROVED with the following Record of Voting: For – 13, Against – 0, Abstention – 1, Absent/Apologies - 1.

(ii) Financial Regulations
The Clerk advised that the document presented remained unchanged from what the Council had approved at the Annual Meeting in May 2021 subject to his recommendation that section 6.18 be amended to increase the daily transaction limit for the debit card (for approved purchases by the Clerk) from £500 to £5,000 to match the levels authorised in the Scheme of Delegation. After some discussion, Councillor Stockham Proposed that the Standing Orders be approved as they were at May 2021, with the proposed change within section 6.18 to be taken to the next meeting of the Finance and Scrutiny Committee meeting for further consideration. This was Seconded by Councillor Harris and APPROVED with the following Record of Voting: For – 14, Against – 0, Abstention – 0, Absent/Apologies - 1.

**Action – Town Clerk to add to F&S Committee Agenda**

(iii) Code of Conduct for Members
Councillor Thomas-Brown Proposed that the Code of Conduct for Members be approved with no changes. Seconded by Councillor Taylor and APPROVED with the following Record of Voting: For – 14, Against – 0, Abstention – 0, Absent/Apologies - 1.

10. **REMIT OF COMMITTEES ETC**

Clerk drew attention to the proposed changes highlighted in red; it was felt more time and discussion was needed to accept any changes so Councillor Harris Proposed the Remit remain as it was at May 2021, this was Seconded by Councillor Taylor. APPROVED with the following Record of Voting: For – 14, Against – 0, Abstention – 0, Absent/Apologies - 1.

11. **APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRS**

11.1 Committee membership

The Town Clerk reminded the Council of a previous suggestion that members 'stand on' in order to make the best use of their experience, knowledge and training. The Council AGREED the following appointments:

(i) Amenities Committee
Councillors Harris, R Holmes, S Holmes, Penny, Saunders (*ex officio* as Mayor), Stockham, Taylor and Thomas-Brown.
Councillors Harley and Vaughan stood down.

(ii) Planning and Highway Committee
Councillors Harley, Harris, S Holmes, Greenwood, Macklin Saunders (*ex officio* as Mayor) and Stockham. One vacancy remained.

(iii) Burials Committee
Councillors Harris, Harley, R Holmes, S Holmes, Saunders (*ex officio* as Mayor), Stockham and Taylor.

(iv) Finance and Scrutiny Committee
Councillors Harris, R Holmes, S Holmes, Saunders (*ex officio* as Mayor), Thomas-Brown and Vaughan. One vacancy remained.
Councillor Harley stood down.

(v) Personnel Committee
Increased from five members with automatic membership for the Mayor with the Chairs of the Amenities Committee, Burials Committee, Finance and Scrutiny Committee and the Planning and Highways Committee to six, to include the Deputy Mayor.

(vi) Town Improvement Sub-Committee
Councillors Harley, Kemsley, Leach, Saunders and Stockham

11.2 Committee Chairs

(i) Amenities Committee
Councillor S Holmes was Proposed by Thomas-Brown and Seconded by Councillor Harris. No other nominations were received so Councillor S Holmes was duly APPOINTED as Committee Chair.

(ii) Planning and Highway Committee
Councillor Stockham was Proposed by Councillor Harris and Seconded by Councillor Thomas-Brown. No other nominations were received so Councillor Stockham was duly APPOINTED Committee Chair.

(iii) Burials Committee
Councillor Harris was Proposed by Councillor Vaughan and Seconded by Councillor Thomas-Brown. No other nominations were received so Councillor Harris was duly APPOINTED as Committee Chair.

(iv) Finance and Scrutiny Committee
Councillor R Holmes was Proposed by Councillor Harris and Seconded by Councillor Taylor. No other nominations were received so Councillor R Holmes was duly APPOINTED as Committee Chair.

(v) Personnel Committee
The Town Clerk relayed the support / recommendation of more than one County Association that the Chair of the Personnel Committee be a member other than the Mayor, such as the Deputy Mayor. Councillor Stockham Proposed that the Council adopt such a change and this was Seconded by Councillor S Holmes. Vote CARRIED, with Councillor R Holmes taking the Chair *ex officio* as Deputy Mayor.

(vi) Town Improvement Sub-Committee
It was Proposed that the Mayor be Chair of the Sub-Committee. It was agreed that membership be supplemented when required by the Lead Councillors for the five Regeneration Project Working Groups for meetings where the content was relevant. Proposed by Councillor Stockham, Seconded by Councillor S Holmes. Vote CARRIED.

11.3 Lead Councillors for Trusts and Working Groups

(i) Bathurst Park and Recreation Trust
Councillor Kemsley was Proposed/Seconded for the position. No other nominations were received so Councillor Kemsley was duly ELECTED as Lead Councillor for the Trust (i.e. its Chair).

(ii) Lydney Recreation Trust
Councillor Kemsley was Proposed/Seconded for the position. No other nominations were received so Councillor Kemsley was duly ELECTED as Lead Councillor for the Trust (i.e. its Chair).

(iii) Lydney Flood Defence Working Group
Deputy Mayor, Chair of the Planning and Highways Committee, Councillor Harris, Councillor Vaughan and Councillor Leach.

(iv) Environment Working Group
Councillor Stockham was Proposed/Seconded for the position. No other nominations were received so Councillor Stockham was duly ELECTED as Lead Councillor/Chair.

(v) Youth Working Group
Councillor Cave was Proposed/Seconded for the position. No other nominations were received so Councillor Cave was duly ELECTED as Lead Councillor.

(vi) Health and Social Care Working Group
Councillor Penny was Proposed/Seconded for the position. No other nominations were received so Councillor Penny was duly ELECTED as Lead Councillor.

It was noted that the Councillor Harley would remain part of the Health and Social Care Working Group.

12. **APPOINTMENT OF MEMBERS TO EXTERNAL ORGANISATIONS**

(i) The Council RESOLVED to make the following appointments:

| | |
|---|---|
| Lydney Town Hall Trust Management Committee | T Saunders |
| Lydney and District Twinning Association | R Kemsley/C Harris |
| Adverse Weather Warden(s) (4) | W Leach/R Kemsley/S Stockham C Harris as a Keyholder |
| Citizens Advice Bureau | TBA |
| Nuclear Electric | J Greenwood/R Holmes |
| Rural Sounding Board of Parish Council Representatives | J Greenwood |
| Forestry Commission Advisory Committee | J Greenwood |
| Forest of Dean Sea Cadets | Mayor |
| Royal British Legion | Mayor/C Harris |
| RDPE | TBA |
| Forest of Dean Health Forum (2) | L Penny/TBC |
| Road Safety Liaison Committee | Chairman of Planning and Highway Committee |
| Bledisloe New Zealand Trust | R Kemsley/S Thomas-Brown |
| Education/Youth Liaison | S Cave/E Taylor |
| Lydney Hub | P Macklin |
| Lydney Coastal Community Team Executive Board | Deputy Mayor/W Leach |
| Rail/Transport Matters (3) | J Greenwood/S Stockham/R Holmes |
| Gloucestershire Chartered Parish Group | Adhoc depending on Councillor availability |
| Lydney Air Quality Management (LAQM) | Chairman of Planning and Highway Committee and L Penny |
| Gloucestershire Association of Parish and Town Councils (GAPTC) | Mayor |
| Dean Forest Greenways | J Greenwood/S Stockham/TBC |
| Local Action Group – Forest Sub-Group | TBA |
| Gloucestershire Market Towns Forum | Mayor |
| Yorkley Court Farm Community Fund (2) | J Greenwood/R Kemsley |
| Dementia Leads | S Thomas-Brown/TBA |
| Lydney Area in Partnership | A Harley |

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

(iii) The Clerk would investigate whether the following groups still required representation: Forestry Commission Advisory Committee, RDPE, Local Action Group – Forest Sub-Group and Yorkley Court Farm Community Fund

**Action - Town Clerk**

13. **REVIEW OF OTHER DOCUMENTS**

Council reviewed the following documents:

(i) Asset Register - DEFERRED

(ii) List of Bank Signatories - APPROVED to add Councillor Saunders and Assistant Clerk **Action – Town Clerk**

(iii) List of Standing Orders and Direct Debits - APPROVED

(iv) List of Subscriptions for the Council and its staff - APROVED

(v) Insurance Policies - APPROVED

(vi) Scheme of Delegation - APPROVED

(vii) Policy on Member/Officer Relations – DEFERRED; to be referred to the Personnel Committee for review **Action – Town Clerk**

(viii) Freedom of Information – APPROVED
The Data Protection Policy was DEFERRED

(ix) Complaints Procedure - APPROVED

(x) List of Council Contracts as required under the Transparency Act – APPROVED, subject to a query that the Clerk check whether the purchases the Truck and Stiga mower should be included. **Action – Town Clerk**

(xi) Review of Policy for dealing with the Press/Media - APPROVED

(xii) Review of the Council's Employment Policies and Procedures APPROVED

It was noted that other Council Policy documents would be reviewed throughout the year. The Strategic Plan was not presented at this meeting as it had been approved/adopted in the April meeting.

14. **EVENTS**

(i) Civic and Town Event Listing for 2022/23

To be circulated for the Council to review and agree which meetings to revive, Mayor's Cadet etc. The last 'normal' years list would be circulated

**Action – Town Clerk**

(ii) Jubilee – Councillor Saunders has confirmed that Risk Assessments had now been reviewed with the help from a local Health and Safety Contractor. Dial-A-Ride had offered to provide free buses that will shuttle residents around the town. Gloucestershire Community Railway had offered to provide some sponsorship or grant funding for a free Park and Ride service from Norchard to the Town provided by Dean Forest Railway over the Jubilee weekend. Banners and bunting were currently being put up around the town. Local community groups, clubs and schools had been creating their own special bunting from materials provided by the Council and Councillor Saunders had already been sent some lovely photographs of their bunting.

Councillor Penny asked for volunteers to help run the Arts Stall.

An email would to be sent out asking for availability from Councillors on when they could help.

Newsletter – the printers would have the Jubilee Special Edition newsletter ready for collection on 11th May. Approximately 700 would be distributed to selected venues around the town and the Town Clerk would take the remaining 7,300 copies to Royal Mail Distribution Centre in Swindon for door drop deliveries to all residents and businesses within Lydney in the week commencing 23rd May. The Council could review the distribution process at its meeting in June.

15. **DESTINATION LYDNEY HARBOUR PROJECT**

NOTED.

16. **ANNUAL TOWN MEETING**

A debrief on the Annual Town Meeting circulated and comments and suggestions duly noted. Actions arising during the meeting to be added to Agenda for discussion and consideration at the Council meeting in June.

**Action – Town Clerk**

17. **END OF YEAR REPORTS FROM THE RETIRING CHAIRS OF THE COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS FROM LEAD COUNCILLORS**

17.1 Amenities Committee

Councillor S Holmes reported that the Committee was still trying to locate suitable land to be used for a Community Orchard and to extend the number of Allotments. Schedule of when next meeting is to be re-sent to Councillors

**Action – Town Clerk**

17.2 Burials Committee

Councillor Stockham explained that the Council was still waiting for full details relating to the Grade II table tombs; money was being put aside as they would be costly to make safe. The Committee was still looking at additional burial land as it is felt that within three years the Cemetery would be full; which the Clerk felt to be a very short period. Clematis had been planted to cover the chain link fence in the cemetery and additional water supply introduced within the cemetery so families tending to their loved one's graves would have less distance to carry heavy water.

17.3 Finance and Scrutiny Committee

Councillor R Holmes reported that an Extraordinary Meeting was to be scheduled for June to look at the payments process and Grants.

**Action – Town Clerk**

17.4 Planning and Highways Committee

Councillor Stockham reported that the majority of objections/comments made on Planning Applications during the past 12 months had been followed by the District Council. Section 106 monies had been applied for following a successful meeting with the District Council, it was noted that the Council was dependent fully on the District Council for when monies were scheduled to be released. A busy 18 months was ahead, with the review of the Neighbourhood Development Plan (NDP).

17.5 Town Improvement Sub-Committee/Regeneration Committee

Councillor Harley reported that there had been a successful launch to the NDP in April and that the Council would continue to work closely with Place Studio to help guide council through the next stage of the process. The five Regeneration Project were ongoing with their Working Groups and a meeting of the Sub-Committee would be scheduled for 16th May to move the projects forward.

17.6 Multi-Agency Stakeholder Flood Defence Group

Councillor Leach reported that a lot of work had been undertaken to create a multi-agency group covering complex, emotional and multiple problems. Getting the County Council to appoint a Lead Flood Officer was a major success. The Group was awaiting an interim report on recommendations after which substantial funding would be required to move things forward.

18. **TOWN CLERK'S REPORT**

Covered elsewhere in the meeting.

19. **CORRESPONDENCE**

Contain Outbreak Management Fund – The Clerk circulated details of a grant of up to £2,500 (administered by the District Council) to be spent on projects that will support vulnerable groups; one suggestion had been to develop a sensory play area at Bathurst Park. A group of Councillors had visited Hearts of the Forest School to look at some of their sensory play equipment.

Another suggestion was the Community Orchard project; however, the remit of the grant stipulates that the project has to be finished by March 2023 so this may not be feasible as the Council still had to identify suitable land. A suggestion was made to contact Two Rivers Housing Association to query if they had any suitable land for this project.

**Action – Town Clerk**

The Clerk drew attention to the deadline of applying for the grant which was 1st June 2022.

20. **DATE OF NEXT MEETING**

Monday 13th June 2022 – Watney Hall, 3 Hill Street.

The meeting closed at 9.42pm

Chair …….  Date …….

## APPENDIX 1

LYDNEY TOWN COUNCIL PAYMENT LISTING AGENDA ITEM 8.1

**Payments made in April/May for Ratification**

| Payments | Amount | Nominal | Purchase | Paid |
|---|---|---|---|---|
| Revill Mowers Ltd | £13,784.40 | 4520 | Stiga Park Pro | 1.4.22 |
| ASA Forces Charity | £479.94 | 4510 | 3 x Jubilee Stones | 21.4.22 |
| Beale Garage Ltd | £15,750.00 | 4195 | Ranger Vehicle | 27.4.22 |
| Grasslands (Nurseries) Ltd | £240.00 | 4510 | Jubilee Trees | 4.5.22 |
| **Total** | **£30,254.34** | | | |
| **For Approval at Full Council 9th May** | | | | |
| Coinros Park Nurseries Ltd | £469.00 | 4300 | Plants for boundry | |
| Countrywide Grounds Maintenance | £1,420.80 | 4450 | Grass Cutting | |
| Forest Equipment Services Ltd | £125.06 | 4460 | Litter Collection Harbour | |
| Four Seasons Cleaning | £104.00 | 4110 | April Office Cleaning | |
| James Hallam | £813.83 | 4225 | Cyber Insurance | |
| Light Fantastic DIY Ltd | £124.01 | 4640/4485 | Jubilee Corner /Wildflowers | |
| Lydney Community Centre | £32.00 | 4120 | Room Hire | |
| Makinsons & Co | £68.40 | 4055 | Mthly Payroll Charges | |
| Mincost Ltd | £45.60 | 4515 | Machinery/Tools Repairs | |
| Office Star Group Ltd | £174.69 | 4155 | Stationery | |
| Travis Perkins Trading Co Ltd | £51.41 | 4495 | Hire of Scarifer | |
| Tate Computer Technology | £120.00 | 4130 | Exchange Mailbox | |
| **Total** | **£3,548.80** | | | |
| **Approval for payment to be made by Chq** | | | | |
| 3 Hill Street | £240.00 | 4120 | Room Hire/Buffet | |