

# LYDNEY TOWN COUNCIL

## MEETING OF THE COUNCIL – 2022/04/11 – 69

Minutes of the meeting held at Watney Hall, 3 Hill Street, Lydney  
on Monday 11<sup>th</sup> April 2022 at 7.00pm.

**PRESENT:** Councillors W Leach (Deputy Mayor and Acting Chair), C Harris, R Holmes, S Holmes, S Stockham, T Saunders, E Taylor, L Penny, J Greenwood (arrived 7.30pm), R Kemsley (arrived 7.04pm) and S Thomas-Brown (left at 8.20pm)

Mr S Holley, Town Clerk, Mrs L Bendall Assistant Clerk (Minutes)

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The Deputy Mayor welcomed all present and gave the usual 'housekeeping' announcements.

1. **APOLOGIES**

Apologies for absence had been received from Councillors A Harley, C Vaughan, P Macklin and S Cave.

Chair - Councillor Leach, the Deputy Mayor, assumed the Chair in the absence of Councillor Harley, the Mayor. Councillor Harley was recovering from Covid.

2. **DECLARATIONS OF INTEREST**

None

3. **OPEN FORUM**

No members of the public were present.

4. **MINUTES**

Cllr Leach Proposed that the Minutes of the meeting of the Council held on 14<sup>th</sup> March 2022 be approved as a correct record. APPROVED with the following Record of Voting: For – 7, Against – 0, Abstention – 2, Absent/Apologies - 6.

5. **REPORTS**

A member reminded the Council of its resolution to register the Co-op building as an Asset of Community Interest. The Town Clerk confirmed that this had been done but he had not heard back from the District Council.

**Action - Town Clerk to chase**

6. **FINANCIAL MATTERS/RFO REPORT**

6.1 **Payments**

The list of payments for ratification included the purchase of a new mower which was queried, with members requesting further details on had been agreed.

**Action - Town Clerk**

All other payments for ratification were Proposed for approval by Councillor Harris, Seconded by Councillor Kemsley and APPROVED with the following Record of Voting: For – 10, Against – 0, Abstention – 0, Absent/Apologies - 5.

6.2 **Bank Statements and Debit Card Report**

(i) The Council NOTED the bank statements and Debit Card reports for Month 12 (March).

# LYDNEY TOWN COUNCIL

## MEETING OF THE COUNCIL – 2022/04/11 - 70

(ii) It was explained that the usual Income and Expenditure Report/Balance Sheet/Bank Reconciliations were not supplied in April and May due to the close down of the Rialtas accounting software at the end of the 2021/22 Financial Year.

(iii) Officers were requested to advise the Council how much was left (time and money) to finish repaying the Public Works Loan Board loan for the pavilion in Bathurst Park.

**Action - Town Clerk**

### 6.3 Internal Auditor's Report

Internal Auditor's report was received and NOTED. The Town Clerk drew attention to the recommendations, which would all be implemented. Councillor R Holmes (as Chair of the Finance and Scrutiny Committee) urged that the 'Fidelity Guarantee Insurance cover be increased to cover the year-end balance plus half the annual precept - approximately £950,000.

**Action - Town Clerk**

It was noted that a meeting of the Finance and Scrutiny Committee needed to be arranged as soon as possible, partly to ensure the above recommendations were implemented.

**Action - Town Clerk**

### 6.4 Progress with improving the safety of online payments

(i) Councillors R Holmes and Harris (Chair and Vice-Chair of the Finance and Scrutiny Committee) reported that the first stage of arranging on-line counter-signing of payments by Councillors had been completed; it was proving to be a lengthy and laborious system.

(ii) The Town Clerk advised that the Council could relieve some of the workload for its bank signatories by increasing their number. This would be addressed at the Annual Meeting of the Council in May.

## 7. RISK MANAGEMENT

(i) The current Risk Management Policy had been reviewed in May 2019 with a review due in May 2023. However, in view of the Internal Auditor's advice that the Policy should be reviewed yearly the Town Clerk presented the Policy showing his own review recommendations and invited the Council to consider any other changes.

(ii) Hard copies of Council minutes were formerly delivered to both the Town Hall and Library, but during Covid this had stopped. In view of there being no demand by users of the Town Hall and Library the Council would not resume the practice. Electronic or paper copies could be produced on requested to the Office. It was asked whether the Gifts and Hospitality Register needed to be published; this would be looked into.

**Action - Town Clerk**

(iii) Subject to the above changes and actions, the Risk Management Review Proposed for approval by Councillor Harris, Seconded by Councillor Saunders and APPROVED with the following Record of Voting: For – 11, Against – 0, Abstention – 0, Absent/Apologies - 4

## 8. EVENTS

(i) Councillor Saunders, the Lead Councillor for Events, reported that the Easter Egg Hunt was all organised and that preparation for the Jubilee Weekend 2<sup>nd</sup> – 5<sup>th</sup> June 2022 was well under way. A meeting had been arranged to discuss the

# LYDNEY TOWN COUNCIL

## MEETING OF THE COUNCIL – 2022/04/11 - 71

range of licences and control measures required. Once they had been confirmed the Council could advertise the planned activities.

(ii) Advertisements for a Town Crier had been a success with five applicants putting their names forward. A 'cry off' would be arranged to determine the new Town Crier.

(iii) The County Council was due to resurface 'Jubilee Corner' (the corner of Templeway West and High Street) this week. The Clerk advised that, if BT had not re-painted the telephone box by early May he would instruct the Grounds Team to undertake this work. The notice board currently in front of the Town Hall would be repositioned to this corner.

### 9. **LYDNEY FORWARD REGENERATION AND COVID RECOVERY PROJECT**

(i) Riverside Walk and River Lyd Enhancement – no further update as waiting for Pear Mapping.

(ii) Influencing the Development of the Co-op Site – the Council had registered the site as a Community Asset.

(iii) Enhancing the Appearance of the Town Centre – previous feasibility studies had been reviewed. It was agreed that some short-term objectives needed to be implemented to increase the footfall into town.

(iv) Implementation of the Accessibility Report – no updates at this time

(v) Improving Traffic Management and Public transport Facilities – The Council noted that Councillor Stockham would collate feedback on options for the proposed Traffic Plan at the Annual Town Meeting on 25<sup>th</sup> April.

### 10. **REVIEW OF THE LYDNEY NEIGHBOURHOOD DEVELOPMENT PLAN**

145 invitations had been sent out for a drop-in workshop at Watney Hall on Wednesday 20<sup>th</sup> April between 3pm and 7pm.

### 11. **REPLACEMENT COUNCIL TRUCK**

The Town Clerk invited the Council to consider a range of second-hand trucks illustrating what was available within the agreed budget of £15,000 + VAT. The Town Clerk also requested (i) approximately £500 more for safety fittings and (ii) that the trade-in value of the existing Ford Ranger truck be added to the budget (iii) that he be given the authority to complete the purchase of the truck on behalf of the Council following consultation with the Deputy Mayor, the Head Gardener and also following a pre-purchase check by an independent motor mechanic. The Council already had some funds put aside for a replacement vehicle and the remainder would come from the Unallocated Reserves (now named 'Projects') left at the end of the previous financial year. Obtaining a replacement truck on the above terms was Proposed by Councillor Harris, Seconded by Councillor Thomas-Brown and APPROVED with the following Record of Voting: For – 11, Against – 0, Abstention – 0, Absent/Apologies - 4

**Action – Town Clerk**

### 12. **STRATEGIC PLANNING**

(i) The Council was requested to consider a Draft Strategic Plan based on contributions from members and the various working groups over a number of months. This plan would be a continual work in progress and will be reviewed quarterly.

It was suggested that Events should be incorporated into the Strategic Plan and that the priority objectives should include measure to enhance nature and

# LYDNEY TOWN COUNCIL

## MEETING OF THE COUNCIL – 2022/04/11 - 72

bio-diversity. The Strategic Plan was unanimously APPROVED subject to these changes.

(ii) There were no proposals regarding additional defibrillators and re-purposing telephone boxes, but these could be re-considered in the future.

(iii) There were no new proposals regarding Section 106 monies.

### 13. **ARMED FORCES COMMUNITY COVENANT**

The Council was requested to consider renewing its previous commitment to honour the Armed Forces Covenant. After a brief debate re-signing the Covenant was APPROVED with the following Record of Voting: For – 9, Against – 2, Abstention – 0, Absent/Apologies - 4

### 14. **LYDNEY HARBOUR**

(i) The Council NOTED the report provided by Forest of Dean District Council.

(ii) It was reported that a resident had expressed concern at the seating at Harbour Café. Because every table had bench seats attached, they were not unsuitable for people with mobility issues. It was AGREED this should be relayed to Hips.

**Action - Town Clerk**

### 15. **APPOINTMENTS TO COMMITTEES AND EXTERNAL BODIES**

The Council was reminded of the vacancy on the Planning and Highways Committee.

### 16. **COMMITTEE BUSINESS REFERRED TO THE COUNCIL AND REPORTS FROM THE CHAIRS OF COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND FROM LEAD COUNCILLORS**

(i) Amenities Committee – Nothing to report

(ii) Burials Committee – Nothing to report

(iii) Finance and Scrutiny Committee – Cllr R Holmes requested a meeting to be arranged as soon as possible

(iv) Highways & Planning Committee – Nothing to report

### 17. **ARRANGEMENTS FOR THE ANNUAL TOWN MEETING**

(i) To be held in the Community Centre at 7pm on Monday 25<sup>th</sup> April 2022. Following feedback from the Town Hall regarding other bookings that night, it would not be possible have a live band.

(ii) Members were reminded that the Town Meeting was a community event rather than a formal meeting of the Council. A member expressed the view that Councillors should be expected to attend.

### 18. **TOWN CLERK'S REPORT**

Covered elsewhere in the meeting.

### 19. **CORRESPONDENCE**

None.

### 20. **DATE OF NEXT MEETING**

Monday 9<sup>th</sup> May 2022 – Watney Hall, 3 Hill Street.

# LYDNEY TOWN COUNCIL

MEETING OF THE COUNCIL – 2022/04/11 - 73

## CLOSED SESSION

21. **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 considered to be of a confidential nature.

*Note:*

*The following Minute is made available to the Public for openness and transparency. Where possible, the Council approves Confidential Minutes with substantially the same content, but with the inclusion of names of individuals or other parties when appropriate. At other times Confidential business (such as legal matters and employment issues) may appear in the Public Minutes only as an Agenda /Minute heading.*

22. **CONFIDENTIAL MINUTES**

Cllr Leach Proposed that the Confidential Minutes of the meetings of the Council held on 13<sup>th</sup> September, 11<sup>th</sup> October, 8<sup>th</sup> November, 13<sup>th</sup> December, 14<sup>th</sup> February and 14<sup>th</sup> March 2022 be approved as a correct record.

APPROVED with the following Record of Voting: For – 10, Against – 0, Abstention – 0, Absent/Apologies - 5.

The meeting closed at 8.35 pm

Chair .....

Date .....

# LYDNEY TOWN COUNCIL

## MEETING OF THE COUNCIL – 2022/04/11 - 74

### APPENDIX 1

#### LYDNEY TOWN COUNCIL PAYMENT LISTING AGENDA ITEM 6.1

##### Payments made in April for Ratification

Payments	Amount	Nominal	Purchase	Paid
Revill Mowers Ltd	£13,784.40	4520	Stiga Park Pro	1.4.22
<b>SLCC</b>	<b>£125.00</b>	<b>4060</b>	Training	<b>1.4.22</b>
FoDDC	£270.00	4300	6 Green Bin Licences	7.4.22
<b>Total</b>	<b>£14,179.40</b>			

##### For Approval at Full Council 11th April

Alpha Website Designs	£1,622.21	4170	Annual Contract
Bridget Bowen	£325.00	4220	End of Year Audit
Countrywide Grounds Maintenance	£420.00	4450	Gateway Maintenance
Countrywide Grounds Maintenance	£540.00	4450	Harbour Maintenance
Ellis Whittam	4238.94	4225	Year two of Contract
Ellis Whittam	£232.50	4225	Insurance/Admin Charge
Exhaust Tyres and Batteries	£7.68	4200	RV Budget Tube
Equipment Hire Services	£20.40	4515	Hire Disc Cutter
Four Seasons Cleaning	£130.00	4110	March Office Cleaning
A Gillard Balloon Man	£215.00	4440	Jubilee Event
John Hughes Window Cleaner	£20.00	4110	Office Windows Cleaned
N Power	£675.82	4815	Annual Electricity Costs
RBL Poppy Appeal	£25.00	4235	Wreath for Falkland Anniversary
Redhand/Network Connections	£1,500.00	4815	Annual Maintenance Contract
Revill Mowers Ltd	£58.25	4515	Repair to Mower
<b>SLCC</b>	<b>£221.00</b>	<b>4160</b>	Annual Joining Fee. LB
Tate Computer Technology	£120.00	4130	Exchange Mailbox
<b>Total</b>	<b>£10,371.80</b>		

##### Approval for payment to be made 1st May

James Hallam Ltd	£5,602.12	4225	Annual Insurance
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