

# LYDNEY TOWN COUNCIL

## MEETING OF THE COUNCIL – 2021/07/12 – 17

Minutes of the meeting held at Watney Hall, 3 Hill Street, Lydney  
on Monday 12<sup>th</sup> July 2021 at 7.00pm.

**PRESENT:** Cllrs A Harley (Mayor and Chair of the meeting), C Harris, R Holmes,  
S Holmes, R Kemsley, P Macklin, T Saunders, S Stockham, E Taylor,  
S Thomas-Brown and C Vaughan

Six members of the public  
Mr S Holley, Town Clerk (Minute Taker)

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### 1. **APOLOGIES**

- (i) Apologies for absence were received from Councillor Leach
- (ii) The Council noted that former Councillor Carr had resigned from the Council for health reasons. The Mayor requested that the Clerk relay the Council's best wishes.

### 2. **DECLARATIONS OF INTEREST**

- (i) Councillor S Holmes declared an 'other' interest in the grants to be considered under Agenda Item 7, in that she was a member of the committee for Lydney Community Centre.
- (ii) Councillor Kemsley also declared an 'other' interest in the same item, in that he was related to a member of the Committee.

### 3. **OPEN FORUM**

- (i) There were no comments or questions from members of the public present.
- (ii) Mr Colin Knight, Honorary Secretary for Lydney Town Hall, spoke in support of the Town Hall's application for a grant towards the cost of essential roof repairs.

### 4. **MINUTES**

The Chair Proposed that the Minutes of the meeting of the Council held on 14<sup>th</sup> June 2021 be approved as a correct record, subject to the last line of Minute 12 (i) being amended to show that the Motion therein had been Seconded by Councillor Taylor, rather than by Councillor Young. Unanimously APPROVED.

*At this point the Chair agreed to vary the order of business and bring forward the following item.*

### 7. **GRANTS**

The Council was requested to consider two grants in excess of the £500 remit of the Finance and Scrutiny Committee. The Committee had recommended approval of both: -

- (i) Lydney Town Hall – Following a Proposal by Councillor Thomas-Brown, Seconded by Councillor S Holmes, the Town Council unanimously APPROVED the requested grant of £2,822 towards the cost of essential roof repairs. The Clerk asked for confirmation that the funding should come from the usual Grants Budget, but the Council resolved not to deplete those funds in view of the unusual size of the grant being awarded; the fund should come from the Unallocated Reserves brought forward at the end of 2020/21. The Council also gave a commitment to the Town Hall Committee to enter into a dialogue to explore future funding, possibly by means of a Service Level Agreement. This would be pursued by the Finance and Scrutiny Committee.

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ii) Lydney Community Centre – The Town Council unanimously APPROVED the requested grant of £2,000 towards the cost of replacing the boiler. The funds should also come from the Unallocated Reserves brought forward at the end of 2020/21 rather than from the Grants Budget.

### 5. **REPORTS**

Members of the Town Council, the District Council and County Council had all been invited to make urgent reports. No reports had been received prior to the meeting. District Cllr Bevan had hoped to attend via Zoom, but unfortunately this facility was not available

### 6. **FINANCIAL MATTERS/RFO REPORT**

#### 6.1 **Payments**

Approval of the list of payments circulated prior to the meeting (Appendix 1) was Proposed by Councillor Stockham and Seconded by Councillor S Holmes. AGREED with no objections, but Councillors Harris, Taylor and Vaughan wished to record their abstention from the vote.

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

The Council NOTED the above financial reports for Month 3. The Town Clerk amplified aspects thereof in response to members' questions.

#### 6.3 **Accounts for the Year Ended 31<sup>st</sup> March 2021**

This item was WITHDRAWN because the Accounts and the Annual Governance Statement had been approved at the previous meeting (*Minute 7.3 refers*).

#### 6.4 **Security of Electronic Payments**

- (i) The Council unanimously APPROVED the Finance and Scrutiny Committee's recommendations for a higher level of Councillor oversight of electronic payments.
- (ii) The Council also APPROVED Councillor Harris as a signatory for payments.

### 8. **DEAN FOREST GREENWAY**

The Council had been requested by West Dean Parish Council to support the Greenway Project with a contribution of £10,000 towards its completion. Councillor Greenwood explained that he was one of the Council's representatives on the project, which had been in the pipeline for over 20 years. The total cost was likely to exceed £1million it was now as close as it had ever been to completion. It was at the top of the list of projects wanted by the community in the Lydney Neighbourhood Development Plan (NDP).

In addition to the grant request, the Council was also aware of objections to aspects of the project from two objectors, who did not want a cycle track going past their properties. Some members expressed views that more effort should be made to accommodate these concerns. Others expressed some sympathy but reiterated that this was not a new project, it was one backed by the NDP, which had been voted upon in a Lydney-wide referendum and this should take precedence over the views of a limited number of objectors. The Project Group had attempted to reach a compromise with the householders but had been rejected. Councillor Greenwood pointed out that the final decision on whether the project should proceed lay not with the Town Council but with the Local Planning Authority; the only decision before the Council was whether to earmark £10,000 towards the project and he so Proposed, subject to planning permission being

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granted, with the funds to come from the Reserves. This was Seconded by Councillor Stockham and AGREED with the following Record of Voting: For – 9, Against – 2, Abstentions -1, Absent/Apologies – 1, Vacant Seats - 2

### 9. **PROPOSED ADOPTION OF TELEPHONE BOX**

Councillors discussed the possible adoption of three telephone boxes. It was agreed that the Council should register an interest with to adopt the telephone boxes at the Railway Station and the Co-op as well as at the corner of Temple Way and the High Street.

**Action by – Town Clerk**

*Note: Councillor Vaughan left the meeting at 8.40pm, returning at 8.42pm*

### 10. **PROVISION OF DEFIBRILLATORS**

- 10.1 The Council considered a proposal to install a defibrillator on The Mesne, Primrose Hill. In response to a question on whether the cabinet should be locked, the majority felt that it should be a locked unit. Councillor Vaughan Proposed the installation of such a defibrillator, with the funding to come from the Grants Budget. This was Seconded by Councillor and AGREED with the following Record of Voting: - For – 7, Against – 1, Abstentions – 4, Apologies/Absent – 1, Vacant Seats – 2.

- 10.2 The Council was requested to commence discussion on whether to start a new Grants Fund to assist other town organisations with their purchase of defibrillators, or perhaps to focus the existing Grants Fund on such a project. The Council felt this should be business for the September meeting.

*Note: Councillor Kemsley left the meeting at 8.45pm, returning at 8.47pm*

### 11. **BURIAL MATTERS AND MEMORIAL BENCHES**

The Council was requested to consider a report from the Locum Assistant Clerk (Office / Administration) with:

- (i) recommendations from the Council's insurer regarding responsibility for the repair of memorial benches: Unanimously APPROVED.
- (ii) a recommendation that the Council starts issuing Certificates confirming Exclusive Rights of Burial: Unanimously APPROVED.

**Action by – Assistant Clerk**

### 12. **BY-ELECTION**

The Council was requested to consider whether to incur £2,100 to have Poll Cards printed and distributed by the District Council for the By-Election to be held on Thursday 19<sup>th</sup> August 2021, in addition to the £6,500 basic cost. The Council regretted the expense but unanimously RESOLVED to request Poll Cards.

**Action by – Town Clerk**

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

- (i) Councillor Harley Proposed Councillor Stockham as Chair of the Planning and Highways Committee. This was Seconded by Councillor Macklin and unanimously AGREED.
- (ii) It was AGREED that Councillor Harris be appointed to the Burials Committee.

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It was noted that she had already been appointed to the Planning and Highways Committee at the Council meeting held in June.

(iii) The Council AGREED that Cllr Kemsley should remain its sole appointed representative to the Bledisloe (New Zealand) Memorial Trust. Councillor Thomas-Brown was willing to stand down as a second representative in view of the Trust's advice that only one appointee was required from the Council.

### 14. **'LYDNEY FORWARD' – REGENERATION AND COVID RECOVERY PROJECT**

A street event promoting the project had been organised for 24<sup>th</sup> July 2021. This required advertising on the Council's website and Facebook page.

### 15. **LYDNEY HARBOUR**

(i) The Clerk reminded the Council that it agreed in 2020 to a request from the District Council to temporarily take on the upkeep of the public toilets until the new Café operators could take responsibility for the toilets. Because the project had been delayed, the Town Council had never actually taken on the task. The District Council had now appointed someone to run the café.

(ii) The Clerk also reported that the Town Council ground staff had now taken over the responsibility of watering the flowers.

### 16. **COMMUNITY EVENT**

(i) The Council received an update on the proposed Community Event on 4<sup>th</sup> September and RESOLVED that the funding for this unbudgeted event should be met from the General Reserves and increased to £6,000 to allow for further contingencies. Proposed by Cllr Stockham, seconded Cllr Kemsley.

(ii) Councillors who were available agreed to commit to attend for part of the day to assist as Volunteer Marshalls

### 17. **OFFER OF DEMENTIA AWARENESS TRAINING**

The Council noted an offer of Dementia Awareness training from the Dementia Action Alliance for both staff and councillors

### 18. **URGENT BUSINESS RESULTING FROM THE TEMPORARY CANCELLATION OF COMMITTEE MEETINGS**

#### 18.1 **Committees and Sub-Committees**

(i) Amenities Committee – The Committee Chair, Councillor S Holmes, advised that all business had been reported to the Council elsewhere in the Agenda.

(ii) Burials Committee - None

(iii) Finance and Scrutiny Committee – None

(iv) Personnel Committee – To be covered by Agenda item 23

(v) Planning and Highways Committee – Previously dealt with on Agenda item 13

#### 18.2 **Reports from Working Parties and Lead Councillors**

(i) Environmental Working Party - Councillor Stockham advised that the Working Party was due to meet on Wednesday 14<sup>th</sup> July.

(ii) Market Licence - Councillor Saunders advised that an application for Street Trading Consent had been submitted.

(iii) Health and Social Care Working Group – Councillor Thomas-Brown advised that planning permission had been approved for the new hospital, including an

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Urgent Care facility. The completion date for this new facility was 2025 and it was unclear what facilities would remain in Lydney up to that point.

Councillor Vaughan requested to join this Working Group. AGREED.

(iv) Youth Work - Councillor Taylor advised the Council that she would be meeting with the Head of Dean Academy later in the week. She would be doing a tour of Schools and talking with pupils and youth groups.

(v) Dean Forest Greenway – Dealt with under Agenda Item 8.

### 18.3 **Reports from Coastal Communities Stakeholder Meeting**

None.

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

The Town Clerk's Report had been circulated to Councillors prior to the meeting and its contents noted.

### 20. **CORRESPONDENCE**

All correspondence had already been circulated to Councillors.

### 21. **DATE OF NEXT MEETING**

Monday 13<sup>th</sup> September 2021

## CLOSED SESSION

### 22. **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.

*Notes:*

*(i) Before the commencement of the next item the Council resolved to suspend Standing Order 3x in order continue the meeting beyond three hours.*

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

### 23. **STAFF MATTERS – TO INCLUDE UPDATE ON STAFF REVIEW**

It was noted that the Staff Review commissioned from the GAPTC had started with an all-member meeting by Zoom on 8<sup>th</sup> July. In accordance with the resolutions made on 14<sup>th</sup> June (Minute 21) a Locum Assistant Clerk was now in place to administer Burials and the Planning Committee. Also, an agency administrator had started to cover essential Office administration.

The meeting closed at 10.15 pm

Chairman .....

Date .....

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## Appendix 1

Purchase Ledger for Month No 4

**6.2**

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		
03/07/2021	02266		ALPHA WEBSITE	ALP001	100.00	0.00	100.00	4170	150	100.00	Updating Website/adding report		
28/06/2021	MISC/ATB/368	LTC/01 2021/22	COINROS	COI001	2,650.63	530.13	3,180.76	4490	400	2,650.63	Summer Bedding		
29/06/2021	MISC/ATB/370	JY/7	COINROS	COI001	60.37	12.07	72.44	4490	400	60.37	Flowers/Compost		
11/06/2021	02368	113	DBS	DBS001	395.00	79.00	474.00	4060	100	395.00	AED Training		
11/06/2021	NO NUMBER	TOWN CLERK	DEAN TRUCK REPAIRS	DEA001	300.00	60.00	360.00	4200	160	300.00	Fit new tailgate to truck		
30/08/2021	10037	JY/26/39	LIGHT FANTASTIC	LIG001	80.47	16.09	96.56	4490	400	19.34	Plant Food		
										4485	400	81.13	Street Furniture
23/07/2021	23-06-21-360	CONTRACT	LYDNEY ENGINEERING	LYDD02	235.79	0.00	235.79	4110	150	235.79	Electricity 21.02 to 21.05		
16/06/2021	3774	CONTRACT	MAKINSON	MAK001	57.00	11.40	68.40	4055	100	57.00	June Payroll Costs		
17/09/2021	IN83728	JY/25	MINCOST	MIN001	41.08	8.21	49.29	4515	400	41.08	Trimmer Spool		
29/06/2021	130838	CONTRACT	PEAR TECHNOLOGY	PEA001	275.00	55.00	330.00	4135	150	275.00	Annual Support and Updates		
15/06/2021	20384	T CLERK	REVILL	REV001	243.50	48.70	292.20	4515	400	243.50	Repair to Stiga Labour		
30/06/2021	20389	T CLERK	TATE	TAT001	30.00	6.00	36.00	4130	150	30.00	June Hire of Laptop		
30/06/2021	20371	T CLERK	TATE	TAT001	140.00	28.00	168.00	4130	150	140.00	June Remote Access		
01/07/2021	20523	152	TATE	TAT001	100.00	20.00	120.00	4130	150	100.00	Exchanges Mailbox		
25/06/2021	400050732	T CLERK	TINDLE NEWSPAPERS	TIN001	40.00	8.00	48.00	4100	150	40.00	Armed Forces Advert		
24/06/2021	0856 AHK893	JY/30	TRAVIS PERKINS	TRA001	11.90	2.38	14.28	4235	170	11.90	Postcrete for Memorial Bench		
02/07/2021	0856 AHL020	JY/31	TRAVIS PERKINS	TRA001	18.48	3.70	22.18	4300	200	18.48	Postcrete x 3 for Bench		
24/05/2021	9606	T CLERK	WORKSAFELY	WORK001	45.00	0.00	45.00	4185	150	45.00	3 Pps Safety Sunglasses		
01/07/2021	AMAZON	T CLERK	EXPENSES	EXP001	65.28	0.00	65.28	4185	150	65.28	Safety Work Boots		
28/06/2021	180145	140	COUNTRYWIDE GROUNDS COU		1,164.00	232.80	1,396.80	4450	400	1,164.00	June Grass Cutting		
<b>TOTAL INVOICES</b>					<b>6,053.50</b>	<b>1,121.48</b>	<b>7,174.98</b>			<b>6,053.50</b>			
VAT ANALYSIS CODE NRS @ 0.00%					380.79	0.00	380.79						

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