

LYDNEY TOWN COUNCIL

MEETING OF THE COUNCIL – 2021/09/13 – 21

Minutes of the meeting held at Watney Hall, 3 Hill Street, Lydney
on Monday 13th September 2021 at 7.00pm.

PRESENT: Councillors A Harley (Mayor and Chair of the meeting), S Cave,
J Greenwood, C Harris, R Holmes, S Holmes, R Kemsley, W Leach,
P Macklin, L Penny, T Saunders, S Stockham, E Taylor.

District and County Councillor A Preest and one member of the public
Mr S Holley, Town Clerk
Mrs C Whittington, Assistant RFO/Clerk (Minute Taker)

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1. **APOLOGIES**
Apologies for absence were received from Councillors Thomas-Brown and Vaughan.
 2. **DECLARATIONS OF INTEREST**
Councillor Kemsley declared a pecuniary interest in the land concerned at Agenda Item 9.
 3. **OPEN FORUM**
There were no comments or questions from the member of the public present.
 4. **MINUTES**
The Chair Proposed that the Minutes of the meeting of the Council held on 12th July 2021 be approved as a correct record. APPROVED with two abstentions.
 5. **REPORTS**
Members of the District and County Council had been invited to make urgent reports prior to the meeting. District and County Councillor Preest had provided a written report to Councillors prior to the meeting and drew attention thereto in the meeting.
 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 Harley. AGREED with one abstention.
In response to a query on the payment to Mincost the Assistant RFO explained that included the purchase of a new strimmer and a blower. The payment to L Cole was also queried and the Assistant RFO confirmed this was to supply and fit a light in the offices.
 - 6.2 **Income and Expenditure Report/Balance Sheet/Bank Reconciliations**
The Council NOTED the above financial reports for Month 5. Councillor R Holmes (chair of Finance & Scrutiny) praised the new reporting system, which he feels made transactions easier to track.
 - 6.3 **Accounts for the Year Ended 31st March 2021**
This item was WITHDRAWN as the External Auditor's report had not been received.

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6.4 Appointment of Internal Auditor

The Town Clerk circulated a report with quotes from three independent Auditors prior to the meeting. Councillor S Holmes Proposed that Mrs Bridget Bowen, a Chartered Accountant with considerable experience of Council finances and the Internal and External audit system be appointed as the Council's Auditor for the next three years. Seconded by Cllr Stockham and unanimously APPROVED.

6.5 Quarters 1 and 2 Internal Control Checks

Councillors Kemsley and Macklin volunteered for quarter one audit of the accounts to be held on 23rd September 2021. Councillors Greenwood, Harris and S Holmes volunteered for quarter two audit of the accounts to be held on 4th November 2021.

7. LYDNEY FORWARD – REGENERATION AND COVID RECOVERY PROJECT

The Council NOTED the full report from Place Studios circulated prior to the meeting and the Town Clerk's covering report. The Mayor felt the quality of Place Studios report showed that it was worthwhile paying an expert and suggested the Council adopt the findings of the report and its recommendations, implementing them in the Council's Strategic Plan. Four tasks were identified with some quick projects and some longer term: -

(i) That the Council notes receipt of the Final Report from Place Studio and thanks them for their work;

(ii) that the Council adopts the findings of the report and its recommendations, especially the identification of the following three key themes requiring attention in a single comprehensive Town Centre Master Plan or strategy document – Transport and Connections, Environment and Image, Offer and Value;

(iii) that the Council requests the Town Improvement Sub-Committee to discuss with Place Studio engaging their assistance with such a Master Plan to progress the delivery of medium- and longer-term projects and improvements, with a view to reporting back to the Council on 11th October with a suggested scope of work and prices;

(iv) that the Council requests the Environmental Working Group to engage in discussions with the Friends of Forest Waterways on a possible 'Quick Win' – an improvement project for the River Lyd (one of the things best loved in Lydney, as identified in the survey results).

The Town Clerk advised new Councillors that the review of Lydney's Neighbourhood Development Plan (NDP) must comply with the District Council's Local Plan. Place Studios had advised grants were available for the review of the NDP from basic to advanced reporting. The Council noted that £10,000 had been received by the Government last year due to COVID and this, with monies released after repurposing previously Earmarked funds, had wholly provided the funds for the Regeneration Project. Phase two of the Regeneration would now be looked into, to enable progression. The Mayor (as Chair of the Town Improvement Sub-Committee) advised anyone was welcome to attend the next Zoom meeting of the Sub-Committee, to be held on 15th September, but the Sub-Committee structure was full at present. The Council unanimously RESOLVED to adopt the above recommendations in the covering report.

8. STRATEGIC PLAN

Prior to the meeting the Mayor had circulated bullet point notes from the Brainstorming event held on 6th September. There was a mixture of short term

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and longer term projects. The ideas were similar to those Place Studio identified in their report but other projects outside of the report were also up for consideration. It was suggested that each Committee and Sub-Committee look at the plan to identify potential projects within their respective remits. Progress on short-term projects would need to be prompt to ensure figures could be added in the Budget for approval by the Council in January.

Note: Councillor Kemsley left the room for the following item of business, having declared a disclosable pecuniary interest.

9. **PLANNING APPLICATION – LAND OFF YDNEY BY PASS AND NAAS LANE**
Councillor Stockham (Chair of Planning and Highways) advised Council the Planning and Highways Committee had meet prior to Full Council to draft a recommendation for the Council regarding Planning Application P0745/18/OUT. Proposed by Councillor Harris and Seconded by Councillor Taylor that the Council adopt the Committee's recommended response. APPROVED with the following Record of Voting: For - 12, Against – 0, Abstentions/Absent – 3. Agreed response provided at **Appendix 2**

Councillor Kemsley rejoined the meeting at this point.

10. **DEAN FOREST GREENWAY**
Correspondence from a neighbour had been received and distributed prior to the meeting. The correspondent was concerned they had not been included in the process; Councillor Greenwood acknowledged receipt of their thoughts and confirmed he would speak with the project leaders.
The Council could now move forward with pressure on GCC Highways for surveys to be undertaken at the end of Forest Road and to get movement on the reduction to a 20mph speed limit in entering Lydney. The limit would be crucial to the project and the Project steering group would take this directly to District and County Councillor Preest.

Councillor Greenwood left the meeting at 8.32pm

11. **PROPOSALS FOR THE WELCOME BACK FUND**
(i) Councillor Saunders advised there was £66,000 left in the District Council's Welcome Back Fund. Councillors Saunders and S Holmes would meet to look at ideas from the Strategic Plan that may be suitable to submit. Councillor Cave Proposed that Councillors Harley, S Holmes, Saunders and the Clerk be authorised to develop bids to be submitted before the deadline. Seconded by Councillor Harris and unanimously APPROVED.
(ii) It was noted that the Agenda included the suggestion of applying to the Welcome Back Fund for funding to provide a defibrillator on the Café at the Harbour. This could not proceed because as the proposal was outside the scope of the Fund. However, the Clerk had requested that the District Council consider installing a defibrillator directly, with the Town Council adopting it for maintenance and the weekly checks. The District Council was considering this.

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12. **PROVISION OF IT EQUIPMENT TO COUNCILLORS AND/OR HARD COPY**
Proposed by Councillor Kemsley, Seconded by Councillor Stockham that £100 be paid to Councillors Harris and Taylor to enable each of them to purchase a printer for use for Council business. Unanimously APPROVED.
ACTION - Clerk
13. **APPOINTMENTS TO COMMITTEES AND EXTERNAL BODIES**
Councillors Cave and Penny had asked to join the Amenities Committee and the Town Improvement Sub-Committee. However, both groups were at full capacity. The Clerk advised that non-Committee members could attend any meeting as Observers, but would not be able to vote. Councillors requested an online calendar be set up to enable them to be aware of every meeting. It was Proposed by Councillor Saunders that Councillor Cave join Councillor Taylor on the Youth Community and that Councillor Penny join the Environmental Working Group and the Health and Social Care group, Seconded by Councillor Harris. Unanimously APPROVED.
ACTION – Clerk
14. **LYDNEY HARBOUR**
The District Council’s Regeneration Officer was unable to attend the meeting, but circulated a report to members prior to the meeting.
15. **COMMUNITY EVENT**
The Community Event was a success with much praise from members of the public. It was felt that future events should have additional toilets and more litter bins. Councillors thanked Councillor Saunders for all her hard work as lead Member for this event.
16. **URGENT BUSINESS RESULTING FROM THE TEMPORARY CANCELLATION OF COMMITTEE MEETINGS**
- 16.1 **Committees and Sub-Committees**
- (i) Amenities Committee – None.
 - (ii) Burials Committee – None.
 - (iii) Finance and Scrutiny Committee – Councillor R Holmes, the Committee Chair, advised that the Committee would be looking at the IT contract and the bank signing process.
 - (iv) Personnel Committee – None.
 - (v) Planning and Highways Committee – Councillor Stockholm, the Committee Chair, reported that Councillor Harris had been appointed as Vice Chair. The report on the Local Plan had to be completed on line, so a draft ‘corporate’ response could not be circulated for approval.
- 16.2 **Reports from Working Parties and Lead Councillors**
- (i) Environmental Working Party - Councillor Stockham had circulated a written report, which was NOTED. It was AGREED that Councillor Stockham would respond to the energy Strategy.
 - (ii) Market Licence – Nothing to Report.
 - (iii) Health and Social Care Working Group – No Update.

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16.3 **Report from Costal Communities Stakeholder Meeting**
The next meeting was due to be held on 14th September 2021.

16.4 **Reports from the Multi Agency Stakeholder Flood Defence Meeting**
Councillor Leach reported that the County Council had undertaken a survey with the Environment Agency and this would be discussed at the next Multi Agency meeting to be held on 18th October.

17. **TOWN CLERK'S REPORT**
The Town Clerk advised he had been busy with staff recruitment.

18. **CORRESPONDENCE**
(i) Alison Robertson of the District Council had written advise of the new Police and Crime Commissioner's event at Forest Hills Golf Club on 22nd September. There was no limit on the number of Councillors able to attend.
(ii) Lydney Community Centre had contacted the Council with an interest in a Service Level Agreement.

ACTION – Finance and Scrutiny Committee

19. **DATE OF NEXT MEETING**
Monday 11th October 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. 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.

23. **STAFF MATTERS – TO INCLUDE UPDATE ON STAFF REVIEW**
The Council NOTED the Staff Review report received from the Gloucestershire Association of Parish and Town Councils and resolved upon the accompanying recommendations from the Personnel Committee (*recorded in the Confidential Minutes only*).

The meeting closed at 10.30pm

Chair

Date

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APPENDIX 1

13/09/2021		Lydney Town Council 21/22										Page 92
11:31		PRELIMINARY PURCHASE DAYBOOK										User: CEHW
Purchase Ledger for Month No 6												
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	
01/09/2021	48019251	CONTRACT	ADT 243	ADT001	322.77	64.55	387.32	4110	150	322.77	Annual Maintenance Fire Alarm	
31/08/2021	192059	140	COUNTRYWIDE GROUNDS COU		1,184.00	238.80	1,420.80	4450	400	1,184.00	August Grass Cutting	
02/09/2021	11105883	JY/80	ETB AUTO CENTRES	ETB001	13.00	2.60	15.60	4450	400	13.00	Tyre for Mower	
10/08/2021	CONTRACT	165	PEST CONTROL	FDP001	192.00	36.40	230.40	4300	200	192.00	Pest Treatment	
15/08/2021	3304		FREEMAN HEATING	FRED001	120.00	0.00	120.00	4110	150	120.00	Service Boiler	
07/09/2021	7019	CONTRACT	GAPTC	GAP001	1,526.10	0.00	1,526.10	4000	100	1,500.00	Staff Review	
									100	26.10	Mileage Costs for Staff Review	
07/09/2021	7010	TC	GAPTC	GAP001	150.00	0.00	150.00	4060	100	150.00	Cltr Training	
31/08/2021	10345	JY/50/53/55/58	LIGHT FANTASTIC	LIG001	83.18	16.64	99.82	4490	400	14.99	Plantfood	
									400	33.76	Bench Paint	
									400	45.15	Wood/Drill Bits	
11/09/2021	1350	EMAIL	LUKE	LUK001	500.00	0.00	500.00	4110	150	500.00	Office Lights Repair/Replace	
11/08/2021	1364	CONTRACT	LUKE	LUK001	142.00	0.00	142.00	4110	150	142.00	PAT Testing	
08/09/2021	1370	EMAIL	LUKE	LUK001	90.00	0.00	90.00	4110	150	90.00	Replace Faulty Bulb	
13/08/2021	3826	CONTRACT	MAKINSON	MAK001	57.00	11.40	68.40	4055	100	57.00	August Payroll	
27/09/2021	14003825	182	PLANTSCAPE LTD	PLA001	937.75	187.55	1,125.30	4490	400	937.75	3 Planters	
10/09/2021	SM24125	CONTRACT	RIALTAS	RIA001	59.00	11.80	70.80	4130	150	59.00	Aaking Tax Digital Support	
26/07/2021	21243	JY	REVILL	REVO01	57.92	11.58	69.50	4515	400	57.92	Anti Soap Roller/Tube	
27/08/2021	21865	JY	REVILL	REVO01	13.57	2.71	16.28	4515	400	13.57	Pin Hoc for Machine	
01/09/2021	20953	152	TATE	TAT001	96.50	19.10	114.60	4130	150	95.50	Exchange Light/Premium Box	
31/08/2021	20825	CONTRACT	TATE	TAT001	105.00	21.00	126.00	4130	150	105.00	3 Log me in access	
31/08/2021	20883	CONTRACT	TATE	TAT001	30.00	6.00	36.00	4130	150	30.00	Hire of Lap Top August	
02/09/2021	EMAIL INV	CONTRACT	PWLB	PWL001	7,643.43	0.00	7,643.43	4230	150	7,643.43	6 mthly Loan Repayment	
TOTAL INVOICES					13,322.22	630.13	13,952.35			13,322.22		

AGENDA ITEM 6.1

13/09/2021		Lydney Town Council 21/22										Page 93
11:31		PRELIMINARY PURCHASE DAYBOOK										User: CEHW
Purchase Ledger for Month No 6												
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	
			VAT ANALYSISCODE	NRS @ 0.00%	2,528.10	0.00	2,528.10					
			VAT ANALYSISCODE	OTS @ 0.00%	7,643.43	0.00	7,643.43					
			VAT ANALYSISCODE	S @ 20.00%	3,150.69	630.13	3,780.82					
TOTALS					13,322.22	630.13	13,952.35					

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APPENDIX 2

Comments for Planning Application P0745/18/OUT

Application Summary

Application Number: P0745/18/OUT

Address: Land Off Lydney Bypass & Naas Lane Lydney Gloucestershire

Proposal: Outline application for mixed use development comprising up to 320 residential dwellings, neighbourhood centre, employment land, associated infrastructure, ancillary facilities, open space and landscaping. Demolition of existing buildings. Creation of a new vehicular access from Lydney by-pass. (Revised description.)

Case Officer: Mrs Emma Hughes

Customer Details

Name: Mr Lydney Town Council

Address: Lydney Town Council, Council Chambers Claremont House, High Street Lydney, Gloucestershire GL15 5DX

Comment Details

Commenter Type: Councillor

Stance: Customer made comments neither objecting to or supporting the Planning Application

Comment Reasons:

Comment:

Following a Council meeting held on Monday the 13th September, the Town Council wish to make the following comments relating to this application:

- The Council wishes to ensure the original plans for affordable houses has not been decreased.
- That the percentage of affordable homes is actually increased from 15% to 18%.
- That the original Section 106 agreements are honored, including the £20,000 for drainage protecting against flooding.
- The Section 106 agreement of £300,000 towards a new Youth Centre is honoured
- The previous Section 106 agreement of £280- £350,00 for improved sports facilities is honoured.
- The previous Section 106 agreement of £280,000 towards new play areas in Bathurst Park is honoured.
- The previous Section 106 agreement of £100,000 towards Cemetery provision is honoured.
- The previous Section 106 agreement of £70,000 for improved skate park facilities is honoured.
- The previous Section 106 agreement of £150,000 towards increased parking at Bathurst Park.
- £30,000 towards increased CCTV.
- That GCC increase school places at both Severnbanks School and The Dean Academy
- The Area Health Authority increases capacity at Local health Centres, GP surgeries and hospitals.
- The previous agreement of allotment spaces remains as part of the Conditions.

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Providing the above conditions are met, the Council has no objection to this application.

Submitted by Assistant Clerk