

LYDNEY TOWN COUNCIL

MEETING OF THE COUNCIL – 2021/06/14 – 09

Minutes of the meeting held at Lydney Community Centre Naas Lane Lydney on Monday 14th June 2021 at 7.00pm.

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

Ten members of the public (in person and via Zoom)

Mr S Holley, Town Clerk

Mrs C Whittington - Assistant RFO/Finance Assistant (Minute Taker)

1. **APOLOGIES**

Apologies for absence were received and noted from Cllr Carr.

2. **DECLARATIONS OF INTEREST**

None.

3. **OPEN FORUM**

(i) Prior to the meeting District Councillor Ives had submitted a question with regard to Agenda Item 9 which he understood had now been withdrawn. The Clerk confirmed that the Agenda item remained because the organisers still wished to find a suitable venue within Lydney, but the suggestion to use Primrose Hill had been withdrawn.

(ii) A resident from Station Road asked the Council for its stance regarding electric vehicle points in Lydney. District Councillor Vaughan confirmed there were charging points in Tesco and the new Co-op Garage, with Forest of Dean District Council looking to have them installed in all of its car parks. Gloucestershire was presently one of the leading counties providing hybrid/electric points. The resident was also advised the Council was currently looking into high street regeneration to make the town more friendly, with cyclist provision to reduce pollution. The Council had not specifically looked at electric charging points, but would consider this for the future.

(iii) The organisers of the proposed Black Lives Matter event (Agenda Item 9) expressed the group's aim to involve all community groups and to make it a fundraising event. They wished the event to take place on 24th July in Bathurst Park. As Chair of Bathurst Park and Recreation Trust Councillor Kemsley stated that an Extraordinary meeting of the Trust would be called to discuss the request. The Harbour was suggested as a venue and this would be considered by the applicants.

4. **QUESTION FROM THE OPEN FORUM OF THE APRIL MEETING**

The resident concerned stated that he no longer wished to be ask his question

5. **APPROVAL OF MINUTES**

The Minutes of the meeting of the Council held on 17th May 2021 were Proposed by the Chairman as a correct record, subject to the following alterations, item 9.2 to read: there were 3 abstentions and 1 objection, alteration to item 13.1 Town Improvement Sub-Committee Group, Cllr T Saunders was appointed to the group, APPROVED with 1 abstention.

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6. **TO RECEIVE URGENT REPORTS FROM THE TOWN, DISTRICT AND COUNTY CONCILLORS**

(i) District Cllr Vaughan spoke of her disappointment the Town Council had not put a bid to the FoDDC Welcome Back Fund. She suggested the Council rethink and apply for the funding. The Clerk advised that the Council had no list of projects requiring funding and therefore to put in a successful bid a project would be required. Cllr Vaughan advised the deadline had now been extended. Discussion took place on projects that could be included in a funding bid to be considered by the Town Improvement Sub Committee Group at its next meeting.

(ii) Cllr Bevan was unable to attend but had circulated a report prior to the meeting.

7. **FINANCIAL MATTERS/RFO REPORT**

7.1 **Payments**

Approval of the list of payments circulated prior to the meeting (Appendix 1) was Proposed by Cllr Stockham, Seconded Cllr S Holmes AGREED with 1 abstention.

7.2 **Income and Expenditure Report/Balance Sheet/Bank Reconciliations**

The Council NOTED the above financial reports for Months 1 and 2.

7.3 **Accounts for the year ended 31st March 2021**

(i) The Council APPROVED the Annual Governance Statement and the Internal Auditor's Report, both of which recorded that the Council had not undertaken a comprehensive Risk Assessment in 2020/21 partly due to the minimal business undertaken during Covid restrictions. Proposed by Cllr R Holmes, Seconded by Cllr S Holmes APPROVED with 2 abstentions.

(ii) The Council was provided with the Accounting Statements for 2020/21. In response to a question with regard to Box 10 (Total Borrowing) the Clerk advised this was a loan taken out in 2009 from the Public Loan Works Board. The Clerk highlighted for the Council the balance sheet entry showing an unallocated amount of money that had arisen due to Council turmoil, less expenditure throughout the year and moving the accounts from gross to nett, creating a 'one-off' surplus. The Clerk suggested that the Council spend time putting together a Strategic Plan which could make use of the surplus. The Annual Accounting statement Proposed by Cllr S Holmes, Seconded Cllr Stockham APPROVED with 2 abstentions.

7.4 **To add Cllr Harley as a signatory**

Proposed Cllr Leach, seconded Cllr Kemsley APPROVED unanimously.

7.5 **Electronic Payments**

Cllr R Holmes Proposed to defer to the Finance and Scrutiny committee to bring to the next Full Council meeting, Seconded C Harris Unanimously APPROVED

8. **ROYAL BRITISH LEGION – ANNIVERSARY PLAQUE**

The Lydney Branch of Royal British Legion had requested that a plaque donated by Ernest Heals to commemorate the Legion's 100th Anniversary be installed at the War Memorial. Photographs had been supplied. Ernest Heals would install the plaque and be responsible for its maintenance. Acceptance was Proposed by Councillor Vaughan and Seconded by Councillor Leach with a letter of thanks be

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sent to Ernest Heals. APPROVED unanimously.

Action by – Town Clerk

9. **REQUEST TO HOLD VIGIL ON PRIMROSE HILL**

The item had been withdrawn prior to the meeting as the organiser's preference was to use the Park. The organisers would send details of the proposal to the Trust.

10. **PROPOSED ADOPTION OF TELEPHONE BOX**

The Clerk advised Council that in 2020 it had been agreed to keep the phone box at the junction of Templeway West and High Street due to the usage information provided by BT. Discussion took place regarding adopting the phone box as an information point and run as a community project. Members were aware other areas could be identified in the town for an information point/community project. The usage for the past year should be obtained to enable a decision to be made whether to retain as an active phone box. Cllr Harris Proposed that Cllrs Young and Thomas Brown look in detail at the area the phone box was in and report back to the Town Improvement Sub Committee next week. Seconded by Cllr Leach and APPROVED with one abstention.

Action by – Town Clerk

11. **LYDNEY FORWARD UPDATE**

(i) Cllr Leach advised the Lydney Forward website was being accessed, but was disappointed by the uptake of the walking tours by shop keepers. Possibility to delay phase one to enable opportunity for more feedback from local shop traders. A discussion took place as to different events that could be help to enable traders to attend. Place Studios had worked with many towns and knew the best ways to engage traders. Unable to apply for Grants until fully aware of what is required in the regeneration of the town. The Town Clerk drew attention to Place Studios interim report 'Next Steps' Item 5, where they are going above and beyond to assist the Town Council.

(ii) The Council was provided with the results of the Accessibility report prior to the meeting. The report would be taken to the Town Regeneration Sub Committee, with some of the areas identified being taken to the Planning Committee to enable progress, and some areas identified would be for FoDDC and GCC.

Action by – Town Clerk

12. **LYDNEY HARBOUR**

(i) Mr Rich Morgan of FoDDC had provided a report prior to the meeting, but was unable to attend. Cllr Leach advised that most actions were moving ahead as planned expect for the road surface which disappointingly had been delayed. English Heritage had also slowed work down due to insisting a fence be put around the docks, which was being protested. Councillors felt signage would be better than a fence. Work on the road would take 12 weeks to complete. The nesting bird survey had been undertaken in 2017, which Councillors felt could be out of date. In his report, Mr Morgan had requested the Grounds Team water the flower beds until the café tenant was in place, who would then take over the watering. Cllr Stockham Proposed the Grounds Team undertake the duties on a temporary basis and if a volunteer group was found they would take over Seconded Cllr Young APPROVED Unanimously.

(ii) The litter contractor had identified the need for more bins at the Harbour, with a weekly cost of £5.26 nett per collection. Councillor Harley proposed that following

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consultation with the Environment Agency more bins be added. APPROVED with 1 abstention.

Action by – Town Clerk

13. **COMMUNITY EVENT**

A report had been provided by the Events and Grants Administrator. Cllr Saunders, the Lead Councillor for this event, reminded Council that the second option of the three suggested in the previous report had been agreed with an initial budget of £3,149. Due to COVID restrictions continuing (announced immediately prior to the meeting and with the Council not being aware of the full details at the time of the meeting) discussion took place as to whether the event should continue and if so the various Community Groups that could be involved. The Council was conscious that the Events and Grants Administrator was leaving at the end of June and arrangements for a handover would be required. Cllr S Holmes Proposed and Cllr Harley Seconded the suggested Budget and that the event continue to be arranged for the 4th September, APPROVED

14. **HEALTH AND SAFETY POLICY**

The Council was provided with a revised Health and Safety Policy prepared by Ellis Whittam, which had the contract to be the Council's Health and Safety adviser. Cllr Thomas Brown Proposed the policy be accepted, Seconded Cllr Harris APPROVED with 2 abstentions.

15. **REVIEW OF POLICY DOCUMENTS**

The Strategic Plan be reviewed, with all Committees to look at and bring any queries to the Town Clerk. The Lydney Community Emergency plan to be looked at by Cllrs Leach and Saunders.

All other Council policies to be looked at and refreshed if required on completion of the above two.

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

16.1 **Committees and Sub-Committees**

(i) Amenities Committee

Cllr S Holmes advised the Council she and Cllr Saunders would be looking to engage with the steering group regarding the Christmas lights.

The committee had worked with Derek Biddle in the past and this would continue. The allotments would be looked at by the committee in more detail.

Cllr S Holmes advised the flower contract was now with a local supplier and more planting and shrubs had been put around the town as well as a the Mesne.

Praise was given to James Young and the Grounds Teams for their continuing hard work around the town and especially at the Mense.

(ii) Burials Committee

Cllr Stockham advised Council they committee were still awaiting the diocese report back on the Graves. The Committee had arranged an informal site meeting in the next couple of weeks to see what improvements could be done, other members welcome to join the committee.

(iii) Finance and Scrutiny Committee

Cllr R Holmes advised Council the committee would be reviewing the Grants and looking at the Newsletters and distribution. Also COVID had meant payments

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were now being made by BACS and the system would be looked at together with some of the existing contracts that may be up for renewal soon.

(iv) Personnel Committee

Cllr Harley advised Council the committee would be discussing personal issues due to the two recent resignations and the staff reviews which had been delayed due to COVID would be taking place.

(v) Planning and Highways Committee

Cllr Stockham spoke in the absence of a chair due to Cllr Preests resignation and advised Council the Committee would be looking for a Chair and Vice Chair. He advised Cllr Harris was to join the committee.

16.2 **Reports from Working Parties and Lead Councillors**

(i) Environmental Working Party

Cllr Stockham advised Council a draft remit would be presented to the Council at its next meeting.

(ii) Market Licence

Cllr Saunders advised that Market Traders were aware of Green Top Events interest in running a market in Lydney. Signs has been made and put up advising a change of venue. Cllr Saunders was working on the application for Street Trading Consent. The Council noted that the town had been given Market status in the 1600's and if the charter could be found it may supersede Licensing considerations, giving rise to the possibility of a free market day.

(iii) Health and Social Care Working

Cllr Thomas-Brown had circulated information prior to the meeting looking for input from Councillors and Public Groups to push for a super surgery. Cllr Thomas-Brown would like everyone to work together to look at requirements for full urgent care needs.

(iv) Youth Work

Cllr Taylor advised Council she was collecting information and had been in touch with the Head of Dean Academy. She would be doing a tour of Schools and talking with pupils and youth groups, as well as meeting with The Hub to look at projects that can be done.

(v) Dean Forest Greenway

Cllr Stockham spoke in the absence of Cllr Greenwood. He advised that funding needed to be looked for and currently there were problems with the route with residents not liking the preferred route.

(vi) Multi Agency Stakeholder Flood Defence Meeting

Cllr Leach advised that another Monitoring Station had been put on the River Lyd. Severn Trent would be undertaking a CCTV survey on drainage at Lakeside. The County Council was compiling data to support applications for grants to deal with long term flood problems.

16.3 **Reports from External Organisations**

None.

17. **TOWN CLERK'S REPORT**

(i) The Town Clerk advised that he was waiting to see if the Government would change its guidance that office workers should work from home if possible; the news was expected around the time of the present meeting. The Clerk felt the impact of Covid on the Office Team would be improved significantly if officers could return to working from the Office.

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(ii) The Clerk also advised that the Grounds Team was busy planting the summer bedding and had commenced the first year of additional grass-cutting allowed by the new mower.

(iii) The bench ordered by the Council in memory of former Mayor Valerie Hobman would be installed early in July.

(iv) The Clerk advised that the Assistant Clerk had now left the Council and the Events and Grants Administrator was due to leave by the end of the month. He thanked them for their hard work.

18. **CORRESPONDENCE**

The Council received a letter from the Lydney Branch of the Royal British Legion advising that Mr Stan Rudge had been given an award as part of the Legion's 100th Anniversary celebrations. The award marked Mr Rudge's achievement in raising over £230,000 in Lydney for the Poppy Appeal. It was AGREED the Council should send a letter of congratulations.

Action by – Mayor and Town Clerk

19. **DATE OF NEXT MEETING**

Monday 12th July 2021

**CLOSED SESSION
PAGES 46-47 EXEMPT**

20. **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.

Soon after the commencement of the next item the Council resolved to suspend Standing Order 3x in order continue the meeting beyond three hours.

Note: The following Minutes are 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.

21. **STAFF MATTERS**

The Council was requested to consider arrangements following the resignations of the Assistant Clerk and the Grants and Events Administrator and RESOLVED as follows:

(i) That, in view of the immediate need for cover to handle the Council's Burial arrangements, the Council ratifies the Town Clerk's temporary employment of an experienced and qualified Clerk on the GAPTC Locum List as Locum Assistant Clerk (Office/Administration), initially for one week only, starting from 14th June 2021;

(ii) that the Council agrees to appoint the Locum Assistant Clerk for no less than one calendar month from 21st June and for up to four months (or until the vacancy for an Assistant Clerk can be filled permanently);

(iii) that the Personnel Committee be requested to commence a Staff Review with immediate effect, with the assistance of the GAPTC at the cost of £1,500 for an

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'enhanced assessment';

(iv) *Content in Confidential Minutes only*

(v) that the Council authorises the employment of a temporary agency administrator to take over essential Office administration immediately, with particular regard to the urgent need for someone to provide Reception and telephone cover and the expected re-opening of the Office to the public on 21st June (or whenever the Government lifts its recommendation that Office workers should continue to work from home where possible);

(vi) that the Council gives prompt consideration to arrangements for running the Community Event and Fireworks Display.

The meeting closed at 10.15 pm

Chairman

Date

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10/12/2020

15.52

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User: CEHW

PRELIMINARY PURCHASE DAYBOOK

Purchase Ledger for Month No 9

Order by Invoices Entered

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
26/11/2020	MISC/ATB/352		COINROS	COI001	313.92	62.78	376.70	4500	400	313.92	Shubs for Primrose Hill
09/11/2020	10911	101	LYDNEY SETTLED EST	LYD004	110.00	22.00	132.00	4485	400	110.00	Repair to Town Tubs
11/11/2020	10914	JY/58	LYDNEY SETTLED EST	LYD004	16.67	3.33	20.00	4485	400	16.67	Repair Flower Tubs
17/11/2020	3569	41	MAKINSON	MAK001	57.00	11.40	68.40	4055	100	57.00	November Payroll
30/11/2020	159949	107	OFFICE STAR	OFF001	254.54	50.90	305.44	4155	150	254.54	Stationery
26/08/2020	BK198934		SLOC	SLOC001	145.00	29.00	174.00	4060	100	145.00	Cemetery Training AC
30/11/2020	156804	92	TATE	TAT001	140.00	28.00	168.00	4130	150	140.00	Log me in access
30/11/2020	186788		TATE	TAT001	35.00	7.00	42.00	4130	150	35.00	Lap Top Hire November
30/11/2020	18975	71	TATE	TAT001	82.00	16.40	98.40	4130	150	82.00	Mailbox Charges November
27/11/2020	400041009		TINDLE NEWSPAPERS	TIND001	240.00	48.00	288.00	4100	150	240.00	Advert for Contract Renewals
04/12/2020	400041376		TINDLE NEWSPAPERS	TIND001	240.00	48.00	288.00	4100	150	240.00	Advert for Contract Renewals
13/11/2020	0865 AHC599	111	TRAVIS PERKINS	TRA001	156.92	31.38	188.30	4450	400	156.92	Landscap Bark x2
03/12/2020	9559	116	WORKSAFELY	WORK001	205.35	0.00	205.35	4185	150	205.35	GRD Staff PPE
08/12/2020	INTERNAL		EXPENSES	EXP001	95.40	0.00	95.40	4060	100	95.40	Training Petrol Expenses RB
02/12/2020	510362	117	CHARLES SAUNDERS	CHAR001	188.20	0.00	188.20	4185	150	188.20	Clear Vinyl Gloves
23/11/2020	1202	21/108	LUKE	LUK001	1,750.00	0.00	1,750.00	4400	300	900.00	Annual Christmas Lights
09/12/2020	EMAIL		FODDC	FODDC	487.00	0.00	487.00	4700	150	487.00	Christmas Lights/Hilton Court
30/11/2020	8813	JY/54 57 59 62	LIGHT FANTASTIC	LIG001	30.07	6.01	36.08	4485	400	30.07	Planning Consent for Banners
30/11/2020	IN77603	JY/63	MINCOST	MIN001	56.30	1.36	57.66	4185	150	46.60	Repairs
02/12/2020	SH120351	110	J PARKER BULBS	JPAR001	33.95	6.79	40.74	125	0	6.80	Chain Saw Helmet
02/12/2020	SH120442	LTC/110	J PARKER BULBS	JPAR001	28.00	5.60	33.60	125	0	33.95	Chain Saw File
10/12/2020	EMAIL		LYDNEY HUB	LYD001	500.00	0.00	500.00	4235	170	28.00	Narcissi (Recharge LRT)
										28.00	Narcissi
										500.00	Civic Donation Christmas Meals
TOTAL INVOICES										5,165.32	
TOTAL INVOICES										377.95	5,543.27

AGENDA
ITEM 6.1