

LYDNEY TOWN COUNCIL

MEETING OF THE COUNCIL – 2021/11/08 – 38

Minutes of the meeting held at Watney Hall, 3 Hill Street, Lydney
on Monday 8th November 2021 at 7.04pm.

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

Mr S Holley, Town Clerk
Mrs T Clarke, Events and Administration Officer (Minutes)

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1. **APOLOGIES**
Apologies for absence had been received from Councillors S Cave, W Leach, E Taylor and C Vaughan.
 2. **DECLARATIONS OF INTEREST**
No declarations were made.
 3. **OPEN FORUM**
No Members of public are in attendance.
 4. **MINUTES**
Councillor S Holmes Proposed that the Minutes of the meeting of the Council held on 11th October 2021 be approved as a correct record. Seconded by Councillor S Stockham and APPROVED with the following Record of Voting: For – 3, Against – 0, Abstentions – 3, Absent/Apologies - 4.
 5. **REPORTS**
The Council noted County Councillor A. Preest’s apology for the absence of a report due to IT problems.
 6. **FINANCIAL MATTERS/RFO REPORT**
 - 6.1 **Payments**
 - (i) Approval of the list of payments circulated prior to the meeting APPROVAL was Proposed by Cllr S Holmes, Seconded by Cllr C Harris and unanimously APPROVED.
 - (ii) In response to a Member’s question it was explained that the payment of £140.05 to Forest Equipment Services for ‘covering of parking meters’ was in respect of all the ‘free parking’ days allowed to the Council.
 - 6.2 **Income and Expenditure Report/Balance Sheet/Bank Reconciliations**
The Council NOTED the above financial reports for Month 7 (October).
 - 6.3 **Internal Audit**
The Council noted the first report provided by the new Internal Auditor, Mrs Bridget Bowen. The report recommended the following actions be taken:
 - That the Council documents its investment strategy
 - That arrangements be made for Councillors’ electronic counter-signing of payments

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- To seek expert confirmation that VAT on expenditure by the two Trusts can lawfully be reclaimed through the Council.

Following a Proposal by Councillor R Holmes the report and its recommendations were unanimously ACCEPTED.

6.4 Councillor Audit checks

It was noted that the Quarter 2 checks did not take place on 2nd November and would now be held on 16th November 2021. Any matters arising would be referred to the December meeting of the Council.

7. LYDNEY FORWARD – REGENERATION AND COVID RECOVERY PROJECT

The Mayor introduced this item and explained that the most efficient way of making progress would be to divide the five agreed tasks into working groups.

The following was AGREED: -

- River Walk and River Lyd enhancement - Councillor C Harris to serve as Chair and Councillor L Penny as Vice Chair
- Influencing the development of the Co-op site - Councillor E Taylor to serve as Chair and Councillor R Holmes as vice Chair.
- Enhancing the appearance of the town centre - Councillor R Kemsley to serve as Chair and Councillor C Harris as vice Chair.
- Implementation of the Accessibility Report - Councillor S Thomas-Brown to serve as Chair
- Improving traffic management and public transport facilities - Councillor A Harley to serve as Chair and Councillors P Macklin and S Stockham vice chair.

It was also AGREED that (i) the Council set out all projects by way of an action plan and that the Town Improvement Sub-Committee be given responsibility for the oversight of these projects, (ii) that the Council should continue with the review/update of the Neighbourhood Development Plan, (iii) that Townsworks continue with the feasibility study for the proposed Business Hub

8. STRATEGIC PLAN

The Clerk recommended that the Council continue to develop a Strategic Plan, building on the work identified at the Brainstorming Sessions and to particular attention to how to make use of the Unallocated Reserves carried forward at the end of 2020/21. NOTED.

9. POLLUTION IN THE RIVER SEVERN

The Council noted press reports that raw sewage was being pumped into the River Severn. It was understood that the Government had licences this activity which appeared to be at least partly due to limited capacity of the local sewer system. Members felt this should be addressed in future Section 106 Planning Agreements and unanimously AGREED that a suitably worded letter be sent to Severn Trent and the local Member of Parliament. The Environment Working Group would be consulted on the draft.

Note: There were no Agenda items 10,11 or 12.

13. APPOINTMENTS TO COMMITTEES AND EXTERNAL BODIES

In view of Councillor S Thomas-Brown being unwell, the Council AGREED that, for the time being at least, she be replaced as Chair of the Health and Social Care

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Working Group by Councillor L Penny, who would also join the Forest of Dean Health Forum.

14. LYDNEY HARBOUR

(i) The Council NOTED the report provided by the District Council's Regeneration Officer; it was considered very positive and the Destination Lydney Harbour team should be thanked for its work.

(ii) A member reported that a member of public had asked the mortuary sign had been removed. Another member reported that Historic England had said the Harbour was at risk under Category C and asked how this could be after so much work had been done. Officers would investigate both and report back.

(iii) The Council also NOTED that a planning application for the artwork would be going to the next meeting of the Planning and Highways Committee.

15. COMMUNITY EVENTS

(i) Christmas Parade – Joint Lead Councillor T Saunders advised that no police were available to marshal the Parade; requiring her to find additional marshals at short notice. The other Joint Lead Councillor S Holmes was discussing the situation with the electrician whether the lamp-posts in Andre Clement Avenue (through Bathurst Park) could be strung with lights.

(ii) Fireworks Display – Councillor R Kemsley (Chair of Bathurst Park and Recreation Ground Trust) advised that the general feedback was that there had not been enough food stalls. However, the event had been very well received with takings up by 50%, indicating that attendance was up by the same amount. Councillor Kemsley said he would suggest to the Trust that a mix of regular and 'low-impact' or quiet fireworks be arranged for the 2022 event. A member suggested the possibility of two firework displays, one for adults and one for children with the quieter fireworks. The Events and Administration Officer would review the pitch fees for the stalls provided by Danters funfair.

16. REPORTS FROM THE CHAIRS OF COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND FROM LEAD COUNCILLORS

(i) Councillor C Harris advised of several issues with debris in the Lyd and the monitoring station at Norchard had been offline for several days. Councillor Harris also referred to the suggestion that the Council send a wreath to the Remembrance events in London via the new 'Poppies to Paddington' scheme. The Mayor had agreed to this as an activity under the Civic fund.

(ii) The Lead Councillor Youth E Taylor requested a budget of £5,000 be allocated to Youth in the next year's budget and that £2,000 made available to her separate to the normal arrangements for grants. It was AGREED this should be considered in December as part of the Budget discussions.

(iii) Councillor J Greenwood requested that the Town Council provide a letter of support for the Forest Greenway planning application. AGREED with no objections.

(iv) Plastic free Lydney – Cllr L Penny advised that three businesses had accepted the principle of a 'Plastic Free Lydney'. A Motion would be composed for the meeting of the Council in December. The Town Clerk suggested that the Town Offices should sign up to set an example.

17. TOWN CLERK'S REPORT

No report.

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18. **CORRESPONDENCE**

(i) The Town Clerk reminded the Council that Severnbanks School had lost its crossing patrol and, in July, the Council had written in support of its reinstatement. The Clerk reported having been advised of a 'near miss' with a mother and child and, in view of the Council's agreed stance, had written again seeking the patrol be reinstated. A member reported that there was now no crossing patrol outside of Watney Hall.

(ii) The Town Clerk advised the Council of a request from the Monitoring Officer to circulate a questionnaire on 'Civility in Public Life'.

19. **DATE OF NEXT MEETING**

Monday 13th December 2021

CLOSED SESSION

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.

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.

21. **STAFF MATTERS – STAFF REVIEW AND VACANCIES**

The Council noted that, subsequent to the resolutions made at its last meeting and previous resolutions authorising the employment of agency staff, a three-month temporary contract had been offered to Mrs Teresa Clarke. As part of her role, Mrs Clarke would be servicing meetings of the Council

The meeting closed at 9.10pm

Chair

Date

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APPENDIX 1

AGENDA ITEM 6.1

08/11/2021		Lydney Town Council 21/22							Page 109		
14:20		PRELIMINARY PURCHASE DAYBOOK							User: CEHW		
Purchase Ledger for Month No 8				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
01/11/2021	02336	EMAIL	ALPHA WEBSITE	ALP001	20.00	0.00	20.00	4170	150	20.00	Uploading to website
21/10/2021	32496	EMAIL	ARKELL HURCOMBE	ARK001	202.20	40.44	242.64	4305	200	202.20	Plaque - Walker
29/10/2021	000222	CONTRACT	BRIDGET BOWEN	BRI001	325.00	0.00	325.00	4220	150	325.00	Six Monthly Audit
28/10/2021	633154	169	CHARLES SAUNDERS	CHAR001	35.99	7.19	43.18	4110	150	35.99	Tollet Tissue
29/10/2021	200528	140	COUNTRYWIDE GROUNDS	COU	992.00	198.40	1,190.40	4450	400	992.00	October Grass Cutting
18/10/2021	NO NUMBER	CONTRACT	DBS	DBS001	172.00	34.40	206.40	4110	150	172.00	Annual Fire Extinguishers
13/10/2021	8675	CONTRACT	FOREST EQUIPMENT	FES01	140.05	28.01	168.06	4475	400	140.05	Covering of Parking Meters
21/10/2021	20501826	CONTRACT	FODDC	FODDC	6,995.93	0.00	6,995.93	4190	600	3,546.34	By Elections May Staff
								4190	600	804.61	By Elections May Premises
								4190	600	2,644.98	By Elections May Stationery
31/10/2021	1494	CONTRACT	FOUR SEASONS	FOU001	104.00	0.00	104.00	4110	150	104.00	October Office Cleaning
01/11/2021	3399	EMAIL	IMAGE SIGNS	IMA001	20.00	4.00	24.00	4645	400	20.00	Banner Stickers
21/11/2021	S13872	CONTRACT	MAKINSON	MAK001	57.00	11.40	68.40	4055	100	57.00	October Payroll
20/10/2021	70187073	167	MONMOUTHSHIRE	MON001	450.15	90.03	540.18	4610	400	450.15	Annual Playground Inspections
30/09/2021	3894	168	OAKDEAN LANDSCAPES	OAK002	395.00	69.13	464.13	4450	400	395.00	Footpaths - Docks
29/10/2021	166778	EMAIL	OFFICE STAR	OFF001	106.90	21.38	128.28	4155	150	106.90	Stationery
13/10/2021	4526	EMAIL	P B SAFETY	PBS001	17.80	3.56	21.36	4185	150	17.80	Polo Shirts
01/11/2021	21399	152	TATE	TAT001	100.00	20.00	120.00	4130	150	100.00	Exchange Mail Box
31/10/2021	21262	TATE	TAT001	TAT001	70.00	14.00	84.00	4130	150	70.00	2 Remote Access Service
22/10/2021	9657	EMAIL	WORKSAFELY	WORK001	75.00	0.00	75.00	4185	150	75.00	Safety Boots
22/10/2021	247847	EXPENSES	EXP001	EXP001	35.00	0.00	35.00	4000	100	35.00	Eye Test
01/11/2021	EMAIL	3 HILL STREET	3HI001	3HI001	90.00	0.00	90.00	4120	150	90.00	Meeting Room Hire - October
31/10/2021	10597	JY71/84/85	LIGHT FANTASTIC	LIG001	60.31	12.06	72.37	4515	400	44.10	Litterpickers
								4610	400	8.83	Treated Wood
								4485	400	7.38	Cable ties/Wood
TOTAL INVOICES					10,464.33	554.00	11,018.33			10,464.33	

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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%	614.00	0.00	614.00				
			VAT ANALYSISCODE	OTS @ 0.00%	7,030.93	0.00	7,030.93				
			VAT ANALYSISCODE	S @ 20.00%	2,819.40	554.00	3,373.40				
TOTALS					10,464.33	554.00	11,018.33				