

LYDNEY TOWN COUNCIL

MEETING OF THE COUNCIL – 2022/07/12 – 21

DRAFT Minutes of Meeting of the Council

held at Watney Hall, 3 Hill Street, Lydney on Monday 12th July 2022 at 7.03 pm.

PRESENT: Councillors R Holmes (Chair), A Harley, S Cave, J Greenwood, C Harris, S Holmes, R Kemsley, P Macklin, L Penny, S Stockham, E Taylor and S Thomas Brown.

IN ATTENDANCE: Mr S Holley - Town Clerk
Mrs C Whittington – Minute Taker
T Saunders (Mayor) Observer
No members of the public were present

(i) The Deputy Mayor, Councillor R Holmes, took the Chair as the Mayor was unwell having lost her voice. The Mayor, Councillor T Saunders, was present as an Observer only. Councillor Holmes welcomed all present and gave the usual ‘housekeeping’ announcements.

(ii) Andrew Dean of the Twinning Association presented the Town Council with a plaque to commemorate the 30 years of Town Twinning and a bell cast in a foundry in Normandy Brehal. Also, a mug as Brehal had rebranded its logo during the lockdown. Mr. Dean explained how the association came to be and that Andre Clement Avenue was named after the Mayor of Brehal at the time of the Twinning. Lydney’s Twinning Association had been set up in 1989 with official twinning status being declared with families hosted from both towns. The association was self-funded and raised funds from donations. It had 12 active members and new members would be very welcome. The Council appreciated the gifts and the discussion and thanked Mr. Dean for attending.

Action - Town Clerk

1. **APOLOGIES**
Apologies for absence had been received from Councillors Leach and Vaughan.

2. **DECLARATIONS OF INTEREST**
There were no declarations of Interest.

3. **OPEN FORUM**
No members of public were present.

4. **MINUTES**
(i) The Annual Meeting of the Council held on 9th May 2022
Approved with two abstentions.
(ii) Meeting of the Council held on 13th June 2022
Approval of the June Minutes was DEFERRED.
Councillor Penny asked if the three outstanding actions for the Clerk from the last meeting had been actioned. The Town Clerk was able to confirm that two of the actions had been completed (one was registering the Coop as a Community Asset) and he would check progress with the third.

Action - Town Clerk

5. **REPORTS**
Councillor Stockham reported that the scheduled meeting of the Neighbourhood Development Plan had not taken place due to illness. It had been rescheduled for 19th July 2022 in the Council Chambers.

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Councillor Thomas-Brown reported foliage on the Two Rivers walkway needed cutting, she would provide details to the Clerk for referral to the landowner. Councillor Harris advised she had a meeting with the GCC on the 25th and would confirm whose land it was.

Action – Town Clerk

6. **FINANCIAL MATTERS/RFO REPORT**

6.1 **Payments**

The list of Payments was Proposed for approval by Councillor Holmes.

6.2 **Income and Expenditure Report/Balance Sheet/Bank Reconciliations/Debit Card Report**

NOTED.

Action – Town Clerk

6.3 **Security of Electronic Payments**

Agreed in accordance with the Chair and Deputy at the Finance and Scrutiny Meeting.

Action – Town Clerk

6.4 **In House Audit**

Councillors Holmes, Saunders and Taylor confirmed availability for the audit on the 26th July.

7. **EVENTS**

- (i) Councillor Saunders provided an update of the Community Event to be held in Bathurst Park on 3rd September. The Council had provided £1,000 donation.
- (ii) The Arts August Activities would be a show case event.

8. **'ABOUT TOWN' NEWSLETTERS**

The Town Clerk advised he was awaiting a quote for both an 8 and a 12-page newsletter. The Town Clerk to agree deadline dates with the Business Administrator for delivery to properties in October and December. Councillors asked what the full costs would be and what the Council would expect to receive in advertising. The Community Centre and The Town Hall would be allotted a page each. Councillors felt an 8-page newsletter would be adequate.

Action - Town Clerk

9. There was no Agenda Item 9

10. **'LYDNEY FORWARD' – REGENERATION AND COVID RECOVERY PROJECT**

(i) **River Walk and River Lyd enhancement** – Councillor Penny reported that she and Councillor Stockham were looking at signage for the first part of the walk, which is under Town and District management. Councillor Penny was looking at grants that may help towards funding. Issues have been raised regarding The River Lyd by Coop and the Council was advised that District Councillor Preest had been made aware.

(ii) **Influencing the development of the Coop site**

There was no update regarding the Coop site.

(iii) **Enhancing the appearance of the Town Centre**

Councillors were looking to initiate quick projects for the town as well as tidying up The Cut. Prior to the meeting Councillor Kemsley circulated a report from J Johnson regarding ideas to regenerate / enhance the town centre.

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Councillor Harley requested the Council accepted the template with some modifications and asked for it to be an agenda item at the next meeting. Training on the use of Pear Mapping had been booked for July, which would enable Councillors to map areas in town.

The Skatepark was discussed and would be added to the next Amenities Agenda with regard to the Councils involvement in the Lydney Recreation Skatepark refurbishment.

(iv) Implementation of the Accessibility Report

Councillor Thomas Brown confirmed she was working on this. The hospital was discussed and the Town Clerk advised how the Town Council registering a building as an Asset of Community Interest worked.

Councillors Harley and Kemsley had met with the District Council's Assistant Tree and Countryside Officer regarding new trees in town. Under the Local Authority Tree Scape fund £35,000 had been identified as secured funding to plant trees in the four towns in the Forest of Dean. The main focus of the project would be to provide opportunity within hard surfaces of the town. The two Councillors were engaging to ensure they could identify areas for Lydney.

11. STRATEGIC PLAN AND SECTION 106 FUNDING

- (i) No further update.
- (ii) Councillor Stockham advised he was meeting with FoDDC to get updates on the S106 money available, both for the Town and the Trusts and would report back.

12. RENEWAL OF ALCOHOL EXCLUSION ZONE

Councillor Holmes Proposed the renewal of the Alcohol Zone. APPROVED with the following Record of Voting: For – 10, Against – 2, Abstentions – 0, Absent/Apologies 3. APPROVED

Action – Town Clerk

13. DESTINATION LYDNEY HARBOUR PROJECT

The Council NOTED the report supplied by the District Council's Regeneration Officer and his advice that the project was nearing completion and no further reports would be provided.

14. UPGRADE AND EXTENSION OF THE CCTV SYSTEM

- (i) The Town Clerk advised the hardware for the cameras was now out of date and needed to be updated for quality of the camera viewings. Proposed by Councillor Thomas, Seconded by Councillor Harris and unanimously APPROVED.
- (ii) The Council NOTED the replacement of the older cameras and the extension of the system would be discussed at a future meeting. Councillor Saunders had spoken with the police to establish future siting's for cameras; of which a number were identified. The Town Clerk advised the CCTV contract was due for renewal from 1st April 2023 and further upgrades and cameras could be incorporated into a new contract.

Action – Town Clerk

15. CIVIC MATTERS

- (i) Motion AGREED with the flag flying dates to include flying the 'Pride' flag. Proposed Councillor Cave as an amendment to the Councils current Flag Flying days. APPROVED with the following Record of Voting: For – 6, Against – 3, Abstentions – 2, Apologies Absent - 3

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- (ii) It was agreed to DEFER a decision regarding the set of livery for the Town Crier until the September meeting.

Action – Town Clerk

- (iii) The Council NOTED the Mayor's chosen charity for this year would be Teens in Crisis+ looking after the lost generation. The Group would be fundraising at the September event being held in the park.

16. APPOINTMENTS TO COMMITTEES AND EXTERNAL BODIES

- (i) Councillor Stockham confirmed there was a vacancy on Planning and Highways Committee.
- (ii) The Council unanimously resolved that Councillor Harris join the Town Improvement Sub-Committee. It was requested the Sub-Committee be upgraded to a Full Committee as an item for the next Agenda.

17. COMMITTEE BUSINESS REFERRED TO THE COUNCIL AND REPORTS FROM THE CHAIRS OF COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES AND FROM LEAD COUNCILLORS

- (i) Councillor Penny Proposed an Arts for poetry workshop at the cost of £180.00 to be spent from the remainder of the Arts Budget, Seconded Councillor R Holmes. Unanimous. **Approved**
- (ii) Councillor Penny provided an update of Arts August, with an imagination station in BPRT to include Wildwood Arts and a Poetry workshop. Sheets on the street community art work where imagination is used is being put on boards and there will be busking in the town. Councillor S Stockham thanked Councillor Penny for all her hard work.

As Lead Councillor for the Skatepark Project, Councillor S Cave updated Council with the progress made with the companies liaising with regard to possibly tendering for the refurbishment of the Skatepark.

18. TOWN CLERK'S REPORT

The Town Clerk read out his report that had been circulated prior to the meeting. Councillor Penny thanked James Young for his report.

19. VENUE FOR COUNCIL MEETINGS

Councillors agreed for the foreseeable future to continue meetings at Watney Hall and to resume the Trust Meetings at Watney Hall with immediate effect rather than via Zoom.

20. CORRESPONDENCE

There was no correspondence.

21. DATE OF NEXT MEETING

Monday 12th September 2022, 7pm at Watney Hall, 3 Hill Street, Lydney

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.

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Note:

(i) Before the commencement of the next item the Council resolved to suspend Standing Order 3x in order to 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

Confidential Minutes only.

The meeting closed at 9.02 pm

Chair

Date

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APPENDIX 1

13/06/2022		Lydney Town Council Current Year										Page 158
12:24		PRELIMINARY PURCHASE DAYBOOK										User: CEHW
Purchase Ledger for Month No 3				Order by Supplier A/c				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	
02/06/2022	02451	CONTRACT	ALPHA WEBSITE	ALP001	81.94	0.00	81.94	4170	150	71.94	Renew Domain Name for 5 years	
										10.00	Admin for Renewing Domain name	
05/06/2022	02451D	CONTRACT	ALPHA WEBSITE	ALP001	60.00	0.00	60.00	4170	150	60.00	Archive Files/provide videos	
31/05/2022	0235746	201	COUNTRYWIDE GROUNDS COU		1,234.00	246.80	1,480.80	4450	400	1,234.00	May Grass Cutting	
26/05/2022	164280	JY/36	EQUIPMENT HIRE	EHS001	17.00	3.40	20.40	4640	400	17.00	Disc Cutter for Jubilee Stone	
										-17.00	Disc Cutter for Jubilee Stone	
										342		
										6000	17.00 Disc Cutter for Jubilee Stone	
01/06/2022	NO NUMBER		FOREST APPAREL	FOR003	100.00	0.00	100.00	4445	300	100.00	Jubilee Mugs	
31/05/2022	1559	CONTRACT	FOUR SEASONS	FOU001	78.00	0.00	78.00	4110	150	78.00	May Office Cleaning	
07/06/2022	7374		GAPTC	GAP001	30.00	0.00	30.00	4060	100	30.00	Clerks the Knowledge LB	
12/05/2022	5557		GRAPHICS SHACK LTD	GRA001	1,477.00	36.00	1,513.00	4100	150	1,447.00	8,000 Newsletters & Artwork	
										30.00	Artwork for Event Banners	
06/06/2022	30	CONTRACT	JOHN HUGHES	HUG001	20.00	0.00	20.00	4110	150	20.00	Cleaning of office windows	
31/05/2022	11478	JY/16/20/22/24/	LIGHT FANTASTIC	LIG001	79.94	15.99	95.93	4445	300	3.71	Stake for Banner	
										4515	17.10 Step/Garden Tray	
										4510	13.16 Stake/Shrub Ties	
										4440	45.97 Bushes/Tape/Hardware/Glue	
										342	-45.97 Brushes/Tape/Hardware/Glue	
										6000	45.97 Bushes/Tape/Hardware/Glue	
19/05/2022	6368		DIAL A RIDE	LYD003	550.00	110.00	660.00	4440	300	550.00	Bus and Driver	
24/06/2022	SI-1110	CONTRACT	MAKINSON	MAK001	57.00	11.40	68.40	4055	100	57.00	May Payroll Charges	
06/06/2022	1119	213	OAKEY	OAK001	190.00	38.00	228.00	4055	100	190.00	Supply Cherry Picker/Driver	
06/06/2022	1233	QUOTE	OAKEY	OAK001	560.00	112.00	672.00	4405	300	140.00	Install Hooks Christmas Lights	
										4405	140.00 Install Hooks Recharged DFL	
										4440	140.00 Install Bunting Recharged DFL	
										4440	140.00 Install Bunting Jubilee	
06/06/2022	25788	CONTRACT	REVILL	REV001	335.50	67.10	402.60	4515	400	335.50	Repairs on Toro	
20/05/2022	29756	CONTRACT	RIALTAS	RIA001	837.00	167.40	1,004.40	4130	150	837.00	Acs Year End Closedown	

AGENDA ITEM
6-1 August

13/06/2022		Lydney Town Council Current Year										Page 159
12:24		PRELIMINARY PURCHASE DAYBOOK										User: CEHW
Purchase Ledger for Month No 3				Order by Supplier A/c				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	
03/06/2022	SM25670	CONTRACT	RIALTAS	RIA001	833.00	166.60	999.60	4130	150	833.00	Accs Annual Support/Licence	
13/05/2022	9303474520	212	SAFETY SHOP	SAF001	320.83	64.17	385.00	4510	400	320.83	Tree Guards	
01/06/2022	22880	200	TATE	TAT001	100.00	20.00	120.00	4130	150	100.00	Exchange Mailbox/Lightmailbox	
20/05/2022	400067774		TINDLE NEWSPAPERS	TIN001	400.00	80.00	480.00	4100	150	200.00	Advert in Paper 18.05.22	
										4440	200.00 Advert in Paper 18.05.22	
27/05/2022	400068014		TINDLE NEWSPAPERS	TIN001	1,000.00	200.00	1,200.00	4100	150	500.00	Adverts in paper 25/27/5	
										4440	500.00 Adverts in paper 25/27/5	
25/05/2022	0856 AHW792	208	TRAVIS PERKINS	TRA001	187.36	37.47	224.83	4640	400	187.36	Linear Planter	
										342	-187.36 Linear Planter	
										6000	187.36 Linear Planter	
25/05/2022	0856 AHW919	217	TRAVIS PERKINS	TRA001	96.67	19.33	116.00	4610	400	96.67	Bulk Bag Play Bark	
25/05/2022	0856 AHX322	JY/28	TRAVIS PERKINS	TRA001	47.31	9.46	56.77	4510	400	47.31	Slab/Adhesive	
26/05/2022	9716	EMAIL	WORKSAFELY	WORK001	30.00	0.00	30.00	4185	150	30.00	2 x Pks Gripper Gloves	
TOTAL INVOICES					8,722.55	1,405.12	10,127.67			8,722.55		
					VAT ANALYSISCODE NRS @ 0.00%	399.94	0.00	399.94				
					VAT ANALYSISCODE S @ 20.00%	7,025.61	1,405.12	8,430.73				
					VAT ANALYSISCODE Z @ 0.00%	1,297.00	0.00	1,297.00				
TOTALS					8,722.55	1,405.12	10,127.67					

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APPENDIX 1

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
13/06/2022	Expenses for Jubilee Event	BACS	120.00	Town Clerk	Erection of Marquee
13/06/2022	Rosettes	BACS	28.90	Town Clerk	Rosettes for Jubilee Event
13/06/2022	Travel Exp for Judge	BACS	8.55	Town Clerk	Travel Exp for Judge
13/06/2022	Security for Jubilee Event	BACS	200.00	Town Clerk	Security for Jubilee Event
13/06/2022	Lydney Town Band	BACS	100.00	Town Clerk	Donation Playing Jubilee Event
13/06/2022	Springfield Singers	BACS	120.00	Town Clerk	Donation Attend Jubilee Event
Total Payments			577.45		

AGENDA ITEM 6.1 page 2

A/C Code	Supplier Name	Balance	Jun 2022	May 2022	Apr 2022	Prior Months	On A/c Pymnts
Ledger No 1, Purchase Ledger							
LYD007	LYDNEY MUSIC	2,408.00	0.00	2,408.00	0.00	0.00	0.00
Total Purchase Ledger No 1		2,408.00	0.00	2,408.00	0.00	0.00	0.00
TOTAL PURCHASE LEDGER BALANCES		2,408.00	0.00	2,408.00	0.00	0.00	0.00