



**DRAFT MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MONDAY 12TH DECEMBER 2022 AT 7PM**

Present: Cllr R Holmes (Vice-Chair and Chair of 12.12.2022 meeting)
Cllr A Harley
Cllr C Harris
Cllr P Johns
Cllr R Kemsley
Cllr P Macklin
Cllr B Osborne
(one vacancy)

Apologies: Cllr J Greenwood
Cllr S Holmes
Cllr T Saunders (Chair)
Cllr W Leach
Cllr S Cave
Cllr E Taylor
Cllr C Vaughan

In attendance:

E Bennett (Locum Clerk)
L Addis (Assistant Town Clerk)
0 Members of the Public

1. **APOLOGIES**

Apologies for absence were received and noted for Cllr J Greenwood, Cllr S Holmes, Cllr T Saunders (Chair), Cllr W Leach, Cllr S Cave, Cllr E Taylor and Cllr C Vaughan.

Good wishes for a speedy recovery were sent to Cllr S Holmes. Cllr P Jones was welcomed to her first Council meeting.

2. **DECLARATION OF INTERESTS**

None.

3. **OPEN FORUM**

4. No members of the public present.

5. **MINUTES**

6. **To consider approving as a correct record the Minutes of the meeting of the Council held on 10th October 2022 (deferred)**

The minutes were amended to reflect the attendance of Cllr Harley and Cllr Leach. Subject to these changes the 10.10.2022 minutes were approved.

Proposed: Cllr R Holmes, Seconded: Cllr C Harris. All in agreement.

To consider approving as a correct record the Minutes of the meeting of the Council held on 14th November 2022

- Item 4 - The spelling of "Mense" was corrected to "Mesne".
- Council did not require the absence of A Priest to be noted.
- Item 10 changed from "Fuller Field" to "Faller Field".

Subject to these there changes the minutes were accepted and signed as a true record.

Proposed: Cllr R Holmes, Seconded: Cllr C Harris. All in agreement.

7. **REPORTS**

8. **To receive urgent reports from Members of the Town, District and County Councils**

The County Councillor report was received and noted.

A large number of Councillors attended a presentation regarding the new doctors surgery. Further information was awaited.

9. **FINANCIAL MATTERS / RFO REPORT**

Payments - To agree accounts for payment as detailed by the RFO

The list of payments was proposed for approval by Cllr C Harris, Seconded by Cllr A Harley. All in agreement.

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

The above reports for Month 8 (November 2022) were received, noted and approved.

The virement of £250 from Halloween to Christmas Events was agreed.

Debit card transactions totalling £117.91 were agreed.

Proposed Cllr R Holmes. All in agreement.

Annual Governance and Accountability Return for 2021/2

PKF Littlejohn had closed the review with the information provided. Council noted the Auditor had raised an Except For matter which was subject to review by an engagement lead and the details were noted. Council noted that the final report will be issued in the next few weeks.

Bank Signatories

Council received an update on the applications to change banking signatories noting that further information had been requested by the bank and this was being progressed.

10. **TOWN CLERK**

To note the resignation of the Town Clerk, Mr Stephen Holley effective as of 30/11/22

Council noted the resignation. The recruitment process was being progressed by the Personnel Committee with recruitment advice from GAPTC.

11. **APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRS**

To appoint elected member P Johns to Councils Committees

Cllr P Johns was appointed to the Planning & Amenities Committee and will advise on interest in further Committee appointments.

Proposed Cllr R Holmes. All in favour.

12. **NEIGHBOURHOOD DEVELOPMENT PLAN AND 'LYDNEY FORWARD / REGENERATION PROJECTS AND REVIEW OF STRATEGIC PLAN**

(i) To consider an update report from Councillor A Harley

Membership and skills set of the group was noted. A further meeting had been planned and focus and plans of the group noted. A review of the Town Improvements section would take place and the plan updated to include revised aims and objectives. Cllr Harley updated on the role of Place Studio who were the professional advisors and the work that would be undertaken. Councillors were updated on how the NDP links to the FODDC Local Plan. It was hoped that the Lydney NDP could be passed by the Examiner before the FODDC Local Plan was published.

(ii) To receive and agree the written proposal for the adaption of the Lydney Forward website to accommodate the NDP review

Council received the written update on the detailed process for the Lydney Forward website noting the proposed changes to reflect the NDP process and consultation. Council considered the cost at £950 and noted and approved the specifics as detailed.

Proposed Cllr Hartley, Seconded Cllr Harris. All in favour.

13. EVENTS

To review the Light Up Lydney Parade Event (2.12.2022) for lessons learned and identify future improvements for 2023

Council agreed the event went well. Council debated whether the road had been closed too early. The light improvements were well received. Some negative comments on the Christmas tree condition had been received. Council agreed to defer the discussion to the January 2023 meeting to enable further comments to be received.

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

To receive a report on the progress of the Dean Forest Greenway Project

The Steering Group had not met and there were no further updates to report at this time.

Finance & Scrutiny Committee – a meeting to discuss grant applications had taken place. The Budget Meeting will take place 19.12.2022.

Planning Committee – update from meeting 12.12.2022 provided. The Planning Chair updated on correspondence regarding the JD Norman site re renaming suggestions using local knowledge and had recommended the name of “Valerie Hobman Court” in recognition of a former Mayor, Councillor and Honorary Citizen.

CPRE Event – LTC had received a Certificate for the Harbour Regeneration and a photograph and information would be provided for the LTC website.

15. TOWN CLERK’S REPORT

To receive an update from the Town Clerk on matters not covered elsewhere

No additional items to highlight.

16. CORRESPONDENCE

Town Centre Performance Report – sent to All Councillors 8/11/22. To note any Councillor comments submitted to FODDC

Councillors had reviewed the report and expressed concern over the content and cost benefit. The Chair had submitted a reply from Councillor comments.

GCC accessibility pilot project – to consider taking part in the GCC project to provide portable ramps that will improve town accessibility

Information on the pilot project proposing to provide portable ramps that will improve accessibility, particularly for wheelchair users was noted. Council discussed access issues within the town. Locations to improve accessibility for wheelchair users were Lloyds Pharmacy and Martins Newsagent and the Clerk would forward details to GCC.

Proposed Cllr R Holmes. All in agreement.

17. DATE AND VENUE OF NEXT MEETING AND FUTURE BUSINESS

Finance & Scrutiny Budget Meeting – Monday 19th December 2022 in the Council Chamber, Claremount House, High Street

Council - Monday 9th January 2023 in the Council Chamber, Claremont House, High Street.

CLOSED SESSION

THAT IN ACCORDANCE WITH THE PROVISIONS OF SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972, THE PUBLIC & PRESS BE EXCLUDED DURING CONSIDERATION OF AGENDA ITEM 16 (STAFF MATTERS)

18. STAFF MATTERS

To receive an update from the Personnel Committee on the Clerk recruitment process

Personnel and recruitment advice was being received by GAPTC. The Personnel Committee would take forward recruitment with GAPTC. The Mayor & Personnel Committee would provide references for the former Clerk.

The meeting ended at 8.05pm.

Signed:..........

Date:.....18/1/2023.....