



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MONDAY 14TH NOVEMBER 2022 AT 7PM**

Present: Cllr T Saunders (Chair)
Cllr S Cave
Cllr A Harley
Cllr C Harris
Cllr R Holmes
Cllr R Kemsley
Cllr W Leach
Cllr P Macklin
Cllr T Saunders
Cllr B Osborne
(two vacancies)

Apologies: Cllr J Greenwood
Cllr S Holmes
Cllr E Taylor

In attendance:

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

Absent: Cllr C Vaughan
Alan Priest

1. **TO APPOINT TEMPORARY LOCUM CLERKS**

Roy Balglobin and Emma Bennett were appointed as Locum Clerks, for 10 hours each per week, pending the permanent appointment of a Town Clerk.

Council were asked to ratify the Personnel Committee's appointment decision of Locum Clerks.

Proposed: Cllr C Harris, Seconded: Cllr S Cave. All in agreement.

2. **APOLOGIES**

Apologies were accepted from Cllr J Greenwood, S Holmes, E Taylor.

3. **DECLARATION OF INTERESTS**

There were none.

4. **OPEN FORUM**

Orchard, Aliston Mense – a resident enquired about the proposed site of a community orchard and requested information on the number of emails opposing the issuing. The proposal had not been discussed at Council and a local school was a potential venue being explored. The Amenities Chair was not present to advise further.

5. **MINUTES**



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The minutes were deferred and would be approved at the December meeting.

6. REPORTS

Speed surveys – speed summary results for the B4231 High Street and C379 Hill Street were received and noted.

Poppies to Paddington – a wreath had been sent. A letter of thanks had been received.

7. FINANCIAL MATTERS / RFO REPORT

7.1 Payments

The list of payments was Proposed for approval by Cllr R Holmes, Seconded by Cllr C Harris. All in agreement.

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

The above reports for Month 7 (October 2022) were received, noted and approved. Proposed Chair, Seconded R Holmes. All in agreement.

7.3 A Councillor queried if the Lydney in Bloom and Town Regeneration lines showing nil balances could be removed and this would be explored.

7.4 Annual Governance and Accountability Return for 2021/2

Council noted that PKF Littlejohn (the External Auditor) had advised “Unfortunately we have been unable to complete our review due to delays in our team. Please note that these delays are no fault of your own and have nothing to do with the information you have provided us. This is simply a timing delay on our end. We hope to complete the review within the next month and have sent you the interim report to publish in the meantime whilst you await the final report upon completion of review.” The delay was noted and a further reply awaited.

Signatories

The bank mandate form to add the Locum Clerk (E Bennett) and L Addis was provided. Council also need to remove former Cllrs L Bendall, T Tremlett, H Exton & D Kent was provided for signatory for the account ino Lydney Town Council.

A separate form to be signed by R Balgobin would be generated.

Council approved the bank mandate form being signed and Online Access for approved Councillors being taken forward.

8. APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRS

8.1 To appoint members of the Council to the Councils Committees.

Cllr B Osborne was appointed to the Planning & Amenities Committee. Proposed Cllr Saunders, Seconded Cllr Cave. All in favour.



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MONDAY 14TH NOVEMBER 2022 AT 7PM**

To appoint a member to serve as Chair of Burials

Cllr C Harris had resigned as Chair of the Burials Committee. Council agreed to appoint Cllr W Leach as Chair.

Proposed Cllr C Harris, Seconded Cllr B Osbourne. All in favour.

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

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

An update was provided. Council noted work to look at the High St Development Projects was delayed due to a lack of manpower. Pear mapping would also be investigated and boundary information sought from the Land Registry. An update on land and potentially abandoned land was provided. Cllr Harley requested assistance with a number of tasks. The potential to develop a ground idea for the Coronation was raised.

(ii) Councillor A Harley to inform council of NDP Stage 2 meeting on 16th November

Place Studio would attend to discuss next steps. Key stakeholders had been invited and the event was open to any interested. LTC would ensure the NDP was linked to the FODDC Local Plan. There would be an opportunity for all to comment on draft versions.

10. **REPORT ON THE COUNCIL'S PLAY EQUIPMENT**

Monmouthshire County Council undertook inspections. A number of issues had been identified and Greenfields Ltd had been asked to consider repairs at Fuller fields, The Mense and Summerleaze. Councillors authorised the equipment repairs to be undertaken at a cost of £2542.80 incl VAT with Greenfields Ltd.

Council considered the quote for the skatepark surface repair and agreed to obtain a second quote from Evolution. Cllr R Kemsley and S Cave would meet with the Grounds Team to review the work required.

11. **EVENTS**

(i) To receive an update from Councillor T Saunders on half term activity (October 2022) and Remembrance Parade de-brief

An update on the externally run event by Camphill Trust was provided. 380 children activities were provided. Positive feedback had been received from organisers, parents and attendees.

Sportily had run sessions in the community centre and events in the February 2023 half term were planned. LTC considered the outsourcing of the activities had gone well and thanked organisations for their involvement.

Skatepark project – Camphill Crest ran this. 25 children attended and wet weather had impacted attendance.

Remembrance Parade – details of the Civic event were noted. LTC thanked Lydney RBL for their support and thanked the Grounds Team. Gigaclear had provided



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support with marshalling and barrier assistance. The event was supported by the Community.

(ii) To receive a report from Cllr T Saunders on Christmas Parade & Lights Event

An update on choirs, Santa, dance school, convoy and presents was provided. Marshalls were sought for the parade. A health & safety review will take place. A Santa magic hour for those with needs will take place.

(iii) Light Switch On – to consider arrangements

2.12.2022. Covered above.

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

12.1 Finance Committee – no report.

Amenities Committee – Committee not met.

Planning – Cllrs had met with Nigel Gibbons, FODDC Forward Plan Manager to discuss the Local Plan 2041 Strategy. A response had been submitted. Details of the housing growth plans were discussed noting concerns surrounding infrastructure, employment, health, education and lack of burial space. Investment by Severn Trent was required.

Burials Committee – concerns Yew Tree Brake is full. LTC are looking to acquire more land locally for burials. Sites previously identified cannot be progressed. Council discussed reapplying to extend an existing site and potentially obtaining ownership of a previous strip of land. The Burials Committee would review this based on N Gibbons advice.

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

Council received the written update noting work on the planning application was being progressed with FODDC. A meeting was planned for 2022.

13. TOWN CLERK'S REPORT

No items to report.

14. CORRESPONDENCE

The Chair commented on the positive written correspondence regarding the town flowers and the lovely message had been passed to the Grounds Team.

100 meals would be provided with some funds from the Mayor's Budget. A resident was thanked for her tireless work for the town and residents.

Springfield Road bench had been removed due to damage and was in the process of being repaired.

To note the Town Centre Performance Report



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Councillors would review the document and send comments to FODDC.

15. **DATE AND VENUE OF NEXT MEETING AND FUTURE BUSINESS**

Monday 12th December 2022 in the Council Chamber, Claremont House, High Street.

The Chair and Cllr Holmes were thanked for their additional work due undertaken in the absence of the Clerk.

Future Agenda Items:

Saturday Market on Recreation Trust land.

**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)**

Signed:.....

Date:.....