



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MONDAY 20TH FEBRUARY 2023 AT 7PM**

Present: Cllr T Saunders (Chair)
Cllr A Harley
Cllr C Harris
Cllr P Johns
Cllr R Kemsley
Cllr P Macklin
Cllr E Taylor
Cllr S Holmes
Cllr R Holmes (Vice-Chair)
Cllr B Osborne
(two vacancies)

Apologies: Cllr W Leach, Cllr Steve Cave,

Absent: Cllr J Greenwood

In attendance:

E Bennett (Locum Clerk)
Sara Richard, Canopy
Rob Olins, Canopy
Michael Greenfield (LTC Clerk to be appointed 17.04.2023 observing)
0 Members of the Public

Mayor's Welcome, 'housekeeping' notes and announcements were made.

1. **APOLOGIES**

Apologies for absence were accepted from Cllr Leach and Cllr Cave.
Cllr Osborne gave apologies for the January 2023 meeting.

2. **DECLARATION OF INTERESTS**

Cllr Emma Taylor declared her role as employee of Camphill Trust.

3. **OPEN FORUM**

Council received a presentation from Canopy detailing arts plans for the Forest. A letter in principle to support Arts Council funding was requested from LTC. This would be added to the March 2023 agenda

The Chair welcomed the new Town Clerk Michael Greenfield to the meeting advising his start date was 17.04.2023.

4. **MINUTES**

To consider approving as a correct record the Minutes of the meeting of the Council held on 9th January 2023

The minutes were accepted and signed as a true record of the meeting.
Proposed: Cllr Harris, Seconded: Cllr Richard Kemsley. Abstentions Cllr B & S Holmes (absent at January meeting). Remaining Councillors were in agreement.

5. **REPORTS**

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

Council's best wishes were sent to Cllr Alan Preest.

The Council received the resignation from Cllr Claire Vaughan.

6. **FINANCIAL MATTERS / RFO REPORT**

6.1 **Payments**

To agree accounts for payment as detailed by the RFO

Report received. Council questioned the SLCC payment and was advised this related to SLCC membership fees.

The list of payments was proposed for approval by Cllr S Holmes, Seconded by Cllr Kemsley. All in agreement.

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

Council noted and approved the above financial reports for December 2022 and January 2023. The Debit Card report had not been received and this report was requested.

6.3 **Annual Governance and Accountability Return for 2021/22**

Council noted the conclusion of the Annual Audit for the year ending 31 March 2022 and the comments from the External Auditor regarding amendments in the prior year comparatives.

6.4 **Signatories**

The Locum Clerk/RFO and Assistant Clerk had been added as signatories to the LTC account. Supporting materials were currently awaited.

New forms for the Trust accounts would be completed.

6.5 **Appointment of RFO**

Resolved to note and approve the appointment of Emma Bennett as RFO from 9th November 2023.

Proposed Cllr C Harris and Cllr B Osborne seconded. All in favour.

6.6 **Community Orchards**

A paper detailing three options and costs regarding the Centurion Way Community Orchard site was received and discussed. The orchard previously considered for The Mense would not be taken forward.

Council discussed details around the public consultation, proposed letter and questionnaire consultation and poster materials would formally be agreed at the next meeting. The project timeline was noted.

Cllr Harley and Cllr Osborne supported the transfer option.

No Councillors supported the lease option.

Cllr Saunders proposed the applying for a licence option and remaining Councillors were in agreement.

6.8 **Office Redesign**

Four quotes for the office redesign were received to create additional office space. Council considered the quotations and information provided. After a detailed discussion Company D was preferred based on price and past works.

Proposed Cllr Harris, Seconded Cllr R Holmes. All in favour.

Council were subsequently advised Company D was Darren Rowles Building & Maintenance Ltd.

Half Term Activities delivered by Camphill Trust

A paper detailing half term activities was received noting events running and some free activities sponsored by LTC. The Chair advised the event would initially be funded from the Civic Fund at a cost of £889.49. The next Finance & Scrutiny Committee meeting would consider virement from Youth Funding to the Civic Fund.

Proposed by Cllr Harris to accept the half term activity quote and to consider virement from Youth Funding to the Civic Fund pot at the next Finance & Scrutiny meeting. Seconded Cllr Osborne. All in agreement.

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

To consider an update report from Councillor A Harley

Council received the notes from the NDP steering group meeting 15/02/2023. Details of the focus of the next NDP meeting on 25/03/2023 was received. A Locality Grant application was being explored.

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

To consider a report on Health and Safety and repairs to play equipment in the town

Greenfields Garden Services Ltd had undertaken a number of repairs to play equipment. A wet pour repair for the Bathurst Park slide was being progressed. Additional repair work to the skatepark had been identified and a revised quotation was awaited.

9. **COUNCIL CHAMBERS PROJECTION OPTIONS**

Council considered two options and costings for the Council Chambers. Council agreed not to progress the projector and screen option. Council agreed to purchase a large TV with screen circa £600. Resolved to purchase Cllr Harris, Seconded Cllr Macklin. All in agreement.

10. **EVENTS**

To receive a proposal from Councillor T Saunders regarding the Coronation Event - May 2023

Council received a paper detailing an event proposal for 7th and 8th May 2023 for the Coronation based on guidance received. An application for Lottery Funding would be submitted. Council discussed the proposal in detail.

Proposed by Cllr Saunders to organise the Coronation event as detailed. Abstain Cllr R Holmes. Remaining Councillors were in agreement.

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

The Planning Committee Chair advised that "Valerie Hobman Court" would not be taken forward as a Court Name suggestion at the JD Norman Foundry Site.

- 11.1 **To receive a report on the progress of the Dean Forest Greenway Project**
No report received.

Update on Saturday markets

- 11.2 Council received a paper on the Newerne Street car park owned by FODDC noting the site was used by the police and banking buses and NHS events had managed to be held without closing the site to traffic. The Planning Committee Chair and Clerk would jointly write to FODDC seeking permission for the Saturday market to be held.

12. **TOWN CLERK'S REPORT**

To receive an update from the Town Clerk on matters not covered elsewhere.
Council and staff were thanked for their support to the two temporary Clerks who were providing locum support work.

- 12.1 **To receive a report on the Personal Data Breach from 23/1/23 (ICO Reference IC-212948-L6J3), agree investigation and training processes.**
The ICO had advised they had considered the information provided and decided not to take further action. An update on the matter and actions taken was provided. The Personnel Committee had met with staff. Further measures were also being implemented.

13. **CORRESPONDENCE**

- 13.1 To note Correspondence received and to agree responses as appropriate (to be advised)

a. Trustee request received from Lydney Dial-a-Ride and Community Transport

Request received. Any interest would be forwarded.

b. GCC Lydney Flood Management update

Council received the update from GCC's Strategic Flood Risk Management Officer.

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

Finance and Scrutiny Committee - Monday 27th February 2023 in the Council Chamber, Claremont House, High Street.

Full Council - Monday 13th March 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)

15A. **STAFF MATTERS**

To receive a report and recommendations from the Personnel Committee
An update covering staffing matters (pay scales, training, office space and hours worked) was provided.

To receive an update on the Town Clerk recruitment

A press release of the new Clerk's appointment would be released 21.03.2023.

Signed:.....

Date:.....

