



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MONDAY 13TH MARCH 2023 AT 7PM**

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

Apologies: None received.

Absent: Cllr J Greenwood

In attendance:

E Bennett (Locum Clerk)
Jay Haslam (Silence the Violence)
1 Members of the Public

Councillor Saunders welcomed all present and gave the usual 'housekeeping' announcements.

Council received a presentation from Mr Haslam regarding a new campaign called 'Hope for the lost generation' to support local young people. He updated on the history of the campaign and plans which included developing a support system, education, community engagement, workshops and a Fitness Fights Crime event. Mr Haslam updated on his work with the PCSOs and he sought permission from LTC to develop a positive community impact.

1. **APOLOGIES**
None received.
2. **DECLARATION OF INTERESTS**
To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with Lydney Town Council's current Code of Conduct in respect of Members.
None.
3. **OPEN FORUM**
None.
4. **MINUTES**
To consider approving as a correct record the Minutes of the meeting of the Council held on 20th February 2023.
The minutes were accepted and signed as a true record of the meeting.
Proposed: Cllr Osborne, Seconded: Harris. Abstention Cllr Cave (absent at February 2023 meeting). Remaining Councillors were in agreement.

5. **REPORTS**
To receive **urgent** reports from Members of the Town, District and County Councils
County Councillor Report circulated which covered GCC and FoDDC budget setting and grants awarded.
- 5.1 **ANNUAL TOWN MEETING**
To Receive An Update From The Mayor Regarding The Annual Town Meeting
The meeting date had changed to 24.05.2023 at Lydney Town Hall. The format for the meeting would be similar to last year.
6. **FINANCIAL MATTERS / RFO REPORT**
- 6.1 **Payments**
To approve accounts for payment as detailed by the RFO.
Reports received. Councillors discussed the materials provided. The Locum Clerk would follow up with the Internal Audit on developing a system for Purchase Orders and contractual obligations and provide a written policy for consideration by the new Clerk and Finance & Scrutiny Committee. A number of Councillors raised concern over the small font size on the Rialtas reports and requested a larger print version was provided for future meetings.
The list of payments was proposed for approval by Cllr Harris, Seconded by Cllr Harley. Cllr Osborne, Cllr Leach and Cllr Macklin abstained. Remaining Councillors were in agreement.
- 6.2 **Income and Expenditure Report / Balance Sheet / Bank Reconciliations / Debit Card Report**
To receive and note the above financial reports for February 2023.
Council noted and approved the above financial reports for February 2023
- 6.3 **Financial Quarter Four Audit**
To agree three Councillors (one from Finance and Scrutiny Committee) to undertake the Quarter four internal Audit checks on Wednesday 12th April
Council agreed Cllr Harris, Cllr R Holmes and Cllr T Saunders would undertake the required checks.
- 6.4 **Financial reserve virements**
To approve the recommendations from the Finance and Scrutiny Committee meeting held on Monday 27th February
An update on the 27.03.2023 meeting to annually review the reserves was provided. The F&S Chair took members through the reserves. Council did not agree with the reserves list and requested that the reserves be further reviewed to include the NDP, town centre regeneration, river walk and other project priorities identified in the Strategic Plan. It was agreed that the list would be further reviewed by F&SC, in conjunction with the Strategic Plan, and then brought back to a future Council meeting for approval.
Proposed for F&S Committee to further review the reserves in conjunction with the Strategic Plan by Cllr Harris, seconded by Cllr Harley. All in agreement.
- 6.5 **Financial Risk Management**
To review and approve Financial Risk Management
The previous documentation had been reviewed and this was approved.
Proposed by Cllr Harris, Seconded Cllr Holmes. All in favour.
- 6.6 **Service Level Agreement payments**
To note the reports for the Community Centre and Town Hall Service Level Agreements for half yearly payment
Two positive reports had been received.
7. **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 on Stage Two of the process was provided and a draft report had been circulated. A review of the flood/water management section was being undertaken. Council received an update on Stage Three of the process including ideas around the Co-op site, Town Centre and key areas within Lydney. Councillors were invited to attend the next meeting with Place Studios on 15th March to discuss next steps. The Chair thanked Cllr Harley and members of the NDP Group for their contribution and work undertaken.

8. **EVENTS**

8.1 **To receive a proposal from the Mayor and approve the purchase and costings of Coronation commemorative memorabilia for Lydney's primary school children.**

An update from the Working Group on the Coronation plans was provided. Council were advised that the Finance & Scrutiny Committee proposed purchasing Coronation mementoes. Samples of a Coronation mug and coin were circulated and plans to provide for all Lydney Primary School children noting the school catchment areas. External Coronation funding had been sought and details of the grant application outcome was awaited. The estimated cost (£1560,00) for purchasing Coronation memorabilia would come from the grant if successful.

Proposed that F&S Committee finalise costings and consider how to administer the process to Primary School children by Cllr Harris and seconded by Cllr Osborne. All in favour.

To agree dates for Free parking for all Lydney Town Council events in 2023

8.2 Agreed Coronation Community Event, Easter Saturday (8th April) & Saturday's leading up to Christmas. FODDC would be advised.

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

9.1 **To be advised. (Note: formal decisions, particularly expenditure, need to be in the Agenda. Otherwise, this section should be used for progress reports / information only).**

A letter had been sent to FODDC regarding the markets. The Planning Committee Chair would chase up a response.

9.2 Council discussed the lack of police attendance and police written reports at meetings. A Councillor also highlighted police had failed to attend a recent traffic incident. The Locum Clerk was requested to contact the police highlighting that the lack of police attendance is a concern. The Locum Clerk highlighted that crime statistics and priorities for Lydney can be viewed at [Your area | Gloucestershire Constabulary](#)

Council received details of the tree planting on the boundary of the community centre. A further request for trees had been submitted, Plans for a planting at a sensory garden, local schools and creation of a community orchard were discussed.

9.3 Council received an update on the Commonwealth Day flag services which took place on 13.03.2023.

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

Cllr Harris updated on a meeting with the West Dean Parish Council (WDPC) Clerk. The WDPC Clerk had attended LTC's February 2023 Planning Meeting. Cllr Macklin would join future Steering Group meetings. WDPC were next meeting on 29.03.2023 to discuss options. The Steering Group meeting had not met since July 2022 as there is no further work being undertaken until the planning decision.

10. **TOWN CLERK'S REPORT**

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

Items the Locum Clerk's wished to raise had been covered on the agenda. Staff and Councillors were thanked for their support.

11. **CORRESPONDENCE**

- 11.1 **To note Correspondence received and to agree responses as appropriate (to be advised)**
- 11.2 **To note a request from the Forest of Dean Health Forum for all Councillors to complete a questionnaire survey regarding re-location of services**
Circulated for Councillors to complete and individual responses would be submitted.
- 11.3 **To note the closure of the current Post office site in Lydney on Wednesday 19th April and temporary new site opening at the Co-op, Highfield Road, Lydney – date to be confirmed as soon as possible**
Details were noted.
- 11.4 **To note the District Councils public toilet review including Newerne Street Car Park, Lydney**
Council noted that FODDC public toilet facilities are being reviewed using funding secured as part of the UK Shared Prosperity Fund and aims to increase the accessibility and safety of these facilities whilst also reducing antisocial behaviour and vandalism.
12. **DATE AND VENUE OF NEXT MEETING AND FUTURE BUSINESS**
Lydney Recreation Trust and Bathurst Park Recreation Trust, Monday 27th March in the Council Chamber, Claremont House, High Street.
Full Council – Tuesday 11th April 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)

13. **STAFF MATTERS**

To receive a report and recommendations from the Personnel Committee
An update on the new Clerk's start date was provided.

An update from the Personnel Committee was received. The Committee recommended retaining the two Locum Clerk's services for a further two weeks for 20 hours a week (10 hours each).
Proposed Cllr Cave, Seconded Cllr Harris. All in favour.

An update on the creation of the new Clerk's office refurbishment was provided.

The meeting closed at 8.50pm.

Signed: 

Date: 11-4-23