



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON  
TUESDAY 11<sup>TH</sup> APRIL 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 W Osborne  
Cllr J Greenwood

**In attendance:** R Balgobin (Locum Clerk)  
L Addis (Assistant Clerk and minute taker)

Councillor Saunders welcomed all present and gave the usual 'housekeeping' announcements. She also gave thanks to Cllrs Greenwood and Harley who have not stood for re-election, for all the work that they have done for the Council and thanks were also noted for Cllr W Leach who was not present. Councillor Saunders also noted that all Councillors that stood for re-election have been elected unopposed.

1. **APOLOGIES**  
Apologies were accepted from Cllrs Cave and Leach
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.  
There were none.
3. **OPEN FORUM**  
There were no public present.
4. **MINUTES**  
To consider approving as a correct record the Minutes of the meeting of the Council held on 13<sup>th</sup> March 2023.  
The minutes were accepted and signed as a true record of the meeting.  
Proposed: Cllr C Harris, Seconded: Cllr S Holmes. Abstention Cllr J Greenwood (absent at March 2023 meeting). Remaining Councillors were in agreement.
5. **REPORTS**  
To receive **urgent** reports from Members of the Town, District and County Councils.

Cllr Harris gave apologies from District and County Councillor A Preest who had been unable to provide a report due to the unfortunate recent passings of two former colleagues.

## 6. **FINANCIAL MATTERS / RFO REPORT**

### 6.1 **Payments**

**To approve accounts for payment as detailed by the RFO.**

The payment report was considered, Cllr Saunders noted that money for the Town Criers outfit came from Jubilee funds left over from last year and not the precept. The list of payments was proposed for approval by Cllr Harris, Seconded by Cllr S Holmes – Unanimous vote.

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

Council noted and approved the above financial reports for March 2023. Cllr R Holmes requested a full report for Debit Card transactions to be provided at each Council meeting going forward.

### 6.3 **Internal Audit**

The Locum Clerk reported that the Internal Audit had been deferred due to the new Town Clerk starting on 17/04/23 – date to be confirmed. The external audit despatch date of 30 June will still be met.

Cllr R Holmes requested volunteers to attend the Internal Financial checks on 26 April 2023 at 1.30pm until 4.30pm in the Council Chamber – Cllrs S Holmes, Harris, Kemsley, R Holmes and Cllr Johns all agreed to this.

### 6.4 **Online banking access**

Current online banking access issues were noted and next steps are to be progressed when the new Town Clerk starts.

## 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 was provided regarding progress on the NDP revisions. A review of the flood/water management section is to be undertaken at a later date. Councillors were invited to attend the next meeting on 12<sup>th</sup> April where a vision statement is to be approved with the full version to come back for approval to Full Council once completed – this should be beginning May (1<sup>st</sup> draft). Cllr Harris thanked Cllr Harley for her work on the NDP up until this point. Cllr Harley stated that she is happy to stay on the Steering Group and to continue as chair, noted this will go to the next Full Council meeting for a decision.

## 8. **EVENTS**

8.1 An update was received from Cllr Saunders regarding the Easter event held on 5th April 2023. The event went well and was well attended considering the weather. It was reported that The Pavilion Café also benefited due to the amount of people that came to the event. Cllr Saunders thanked Cllrs S Holmes, R Holmes, E Taylor and all other volunteers that helped on the day.

8.2 The Coronation event was discussed and proposed plans are to go ahead with ongoing support from the current Event working party. A written proposal from Camphill Crest for a Coronation Art Project was received in which they are looking to

create murals to go on buildings around the town depicting the Coronation. Two artists and equipment are to be provided by Camphill Crest. PPE and plyboard to be provided by the Council. The event is proposed to take place on Sunday 7<sup>th</sup> May and was AGREED under emergency powers – majority vote.

8.3 The lottery funding successful bid of £10,000 was noted as received.

8.4 Friday 3<sup>rd</sup> November for a possible free parking day was discussed and refused – unanimous vote. It was felt that this would not be appropriate use of a free parking day due to the Fireworks event starting at 5.30pm. Assistant Clerk to go to FoDDC to request free parking from 5.00pm on 3 November 2023.

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).**

Cllr Saunders requested that all Chairs of Committees are to provide written reports for the Annual Town Meeting to be held on 24 May 2023. These are required by week commencing 1 May 2023.

Cllr R Holmes reported current boar problems on The Mesne.

9.2 Councillor Macklin provided an update report after attending the West Dean Full Council meeting of 29 March 2023. At this meeting it was agreed to amend the current route to avoid ancient woodland, Cllr Greenwood advised that no trees would be felled to install the project. After a heated discussion it was agreed to suspend the current steering group until after the election when a new group will be appointed. Cllr Greenwood volunteered to join this as a member of the public with backing from the Planning Committee and to report updates back to the Council on a monthly basis– this was AGREED. Cllrs Macklin and Kemsley volunteered to carry on as representatives on the steering group once it resumes.

9.3 Cllr Harris gave an update regarding Saturday markets at Newerne street car park. No progress has been made with District Council and Cllr Harris is having difficulty with getting any further with the application and asked for suggestions from the Council. Cllr Osborne suggested waiting til after elections to see if any progress can be made. Cllr S Holmes suggested writing to the Review to raise awareness and support for the project.

10. **TOWN CLERK'S REPORT**

**To receive an update from the Town Clerk on matters not covered elsewhere**  
The Locum Clerk thanked the Council for their support whilst they were in post and the Grounds Staff for their dedicated work, going above and beyond on a daily basis to keep the Council and Trust's land immaculate. He also thanked the admin staff including the Assistant Clerk for their work and extended thanks especially to Cllr's R Holmes, S Holmes, T Saunders and Harris for their continued support and noted the

new Town Clerks start date of Monday 17<sup>th</sup> April 2023 with the Locum Clerks in post until the end of April.

Cllr Saunders thanked Locum Clerks R Balgobin and E Bennett for their work.

11. **CORRESPONDENCE**

11.1 **To note Correspondence received and to agree responses as appropriate (to be advised) - None**

11.2 **To note the Police monthly crime statistics available from Gloucestershire Constabulary via link. Your area | Gloucestershire Constabulary**

The Councillors noted the information available via the link and Cllr Saunders has requested regular written reports from the local police to be able to provide updates at meetings

11.3 **To note correspondence received regarding FODDC's strengthened approach to Flood risk management.**

Details were noted. Cllr Harris requested for more collaborative working with GCC, FoDDC and Town Council towards flood management and flood defence. She also requested minutes from the last Flood defence meeting of 26 January 2023 be circulated.

Cllr Saunders noted the departure of the Assistant Clerk and thanked her for her work and support during the last six months without a permanent Town Clerk.

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

Amenities Committee deferred until Monday 24<sup>th</sup> April 2023.

**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**

13.1 To note the resignation of the Assistant Clerk and agree next steps. The Council noted the resignation of the Assistant Clerk and it was agreed to seek a temporary, urgent replacement for the assistant clerk with the powers being delegated to the Personnel Committee.

13.2 To receive a report and recommendations from the Personnel Committee. The Council received an update on Staffing Matters from Cllr R Holmes

The meeting closed at 8.21pm

Signed:.....

Date: 15-5-23.....