



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MEETING OF THE COUNCIL Monday 15th May 2023 – 01**

Start 7.00pm

Present: Cllr T Saunders (Chair)
Cllr S Cave
Cllr C Harris
Cllr P Johns
Cllr P Macklin
Cllr E Taylor
Cllr S Holmes
Cllr R Holmes (Vice-Chair)
Cllr W Osborne

In attendance: M Greenfield (Clerk)
C Matthews (Locum Assistant Clerk and minute taker)

Members of the Public: H Ives (District Councillor)

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

1. **ELECTION OF MAYOR/CHAIRMAN OF THE COUNCIL**

Cllr T Saunders was nominated by Cllr R Holmes and Seconded by Cllr C Harris
Unanimous vote

2. **ELECTION OF DEPUTY MAYOR**

Cllr Saunders noted that Cllr R Holmes had stood as the previous Deputy and asked if he would consider her Proposal of standing again for Deputy Mayor this term. Cllr Holmes accepted the proposal from the Chair.

Unanimous vote

3. **APOLOGIES**

Apologies were accepted from Cllr Kemsley

To note - The Clerk asked all Cllrs to ensure they send apologies through the office.

4. **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 declared.

5. **GENERAL POWER OF COMPETENCE**

To approve that the Council meets the conditions required to be met to adopt the General Power of Competence further to Section 8(2) of the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

Unanimous vote

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6. **OPEN FORUM**

Members of the Public in Attendance - District Councillor H Ives
The Chair read a letter from former Cllr W Leach – letter noted

7. **MINUTES**

To consider approving as a correct record the Minutes of the meeting of the Council held on 11th April 2023.

The minutes were accepted and signed as a true record of the meeting.

Proposed: Cllr C Harris, Seconded: Cllr S Holmes. Abstention Cllr E Taylor.

Remaining Councillors were in agreement.

8. **REPORTS**

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


Cllr Ives – congratulated the Mayor and Deputy Mayor on being re-elected for a second term.

In summary, Cllr Ives talked about the recent elections and the change in the landscape of the District Council moving forward and the new cabinet may become a coalition.

It was noted that Lydney East had a change in representative and that the new Councillor is District Cllr McDermid.

It was noted that there are current issues surrounding wild boar on the Mesne, Lydney and that the Friends of the Mesne are trying to source an appropriate gate to erect the fencing and have asked the Forestry Commission for a multi-agency meeting to find a resolution to the issue of access from Forestry Land. It was also noted that 3 Forestry Rangers had seen 3 full grown boar and 20 boarlets.

Cllrs R Holmes and B Osborne offered information on the appropriate fencing and Cllr S Holmes asked that the gate to be installed was one of a self-closing type so that it could not be left open accidentally.



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9. Financial matters / RFO report

Payments

To approve accounts for payment as detailed by the RFO.

9.1.

DATE OF INVOICE	COMPANY	ORDERED	PRICE Ex VAT	VAT TOTAL	TOTAL PRICE
01/04/2023	Revill Mowers Ltd	Fitted lights to truck: sorting old wiring	£188.00	£37.60	£225.60
01/04/2023	Alpha Designs website	Re-upload 3 PDF's and set URLs for PDF	£20.00	£0.00	£20.00
01/04/2023	RedHand (Network Connections)	Annual CCTV Maintenance Charge 1st April 2023- 31st March 2024	£1,963.50	£392.70	£2,356.20
06/04/2023	Tudor Environmental	Litter Plier 32-inch green white gripper ends: Bag Holding Hoop: Disposable coverall: Knapsack Sprayer: 15 litres: STIHL Transparent Plastic fuel can 15 litres	£542.04	£108.41	£650.45
13/04/2023	Darren Rowles Building & Maintenance Ltd	Creation of Office Works - general office space	£4,477.10	£895.42	£5,372.52
13/04/2023	M E Damsell Ltd	Supply Black granite plaque for Lydney Cemetery	£50.00	£10.00	£60.00
18/04/2023	Revill Mowers Ltd	Drive belt (4WD) Mountfield	£42.40	£8.48	£50.88
18/04/2023	ETB Autocentres	MOT Vehicle Inspection: Reg-EX65 SXY 18.04.23	£30.00	£0.00	£30.00
19/04/2023	Image Signs & Print Ltd	8ft x 3ft Coronation Banner	£210.00	£42.00	£252.00
19/04/2023	Promo-Pro	Black T Shirt Staff/Volunteer T-Shirts for Coronation	£112.00	£22.40	£134.40
20/04/2023	Revill Mower Ltd	Spring clip Mountfield	£35.72	£7.14	£42.86
20/04/2023	SWM Insulators	7mm Jobber Drill bit	£3.53	£0.71	£4.24
24/04/2023	Office Star Group Ltd	Office Stationery	£237.00	£47.40	£284.40
24/04/2023	Lydney Music	To supply and set up music event Bathurst Park: Kings Coronation: to pay £2128.00: Bandstand PA £200 to pay: Deposit already paid for event	£2,328.00	£0.00	£2,328.00
25/04/2023	Flagpole Express Ltd	Coronation Bunting: Coronation Flag Crest	£118.40	£23.68	£142.08
25/04/2023	Makinson	Payroll April 2023	£65.00	£13.00	£78.00
26/04/2023	Adeptus Projects Ltd	3 Standard Soil Tests	£601.00	£120.20	£721.20

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28/04/2023	Countrywide Grounds Maintenance	Town Grass Verges: 12th & 28th April 2023	£422.78	£84.56	£507.34
28/04/2023	Rialtas (RBS)	Making Tax Digital for VAT Submission Annual Subscription (VAT 126)	£73.75	£14.75	£88.50
28/04/2023	Rialtas (RBS)	Licence and Maintenance Agreement for 5 users	£954.26	£190.84	£1,145.10
28/04/2023	Tindle Newspapers	Advert Forester & Forester Review 26th April 2023	£360.00	£72.00	£432.00
30/04/2023	Four Seasons Domestic Cleaning Services	Cleaning: Friday 7th April 2023 & Friday 28th April 2023 8 hours @£13.00 ph.	£104.00	£0.00	£104.00
30/04/2023	Ermin Plant	Training Session 25.04.23 Grounds team	£370.00	£74.00	£444.00
30/04/2023	Light Fantastic DIY Ltd	Clean Chippings: White Spirit: Fence Posts & Hardware: Motorway rail: Sanding belts: Misc. hardware	£88.49	£17.70	£106.19
30/04/2023	Lydney Community Centre	Lydney Town Council Meeting Annual Parish Assembly 24th May 2023	£27.00	£0.00	£27.00
01/05/2023	Tate Computer Technology Ltd	Exchange Premium Mailbox	£100.00	£20.00	£120.00
02/05/2023	Anthony Gillard	Tony (Balloon Man): Kings Coronation: 5 hours of entertainment	£315.00	£0.00	£315.00
02/05/2023	GDR Solutions	Medical Cover for Coronation Event	£854.00	£170.80	£1,024.80
02/05/2023	Roy Balgobin	Mileage Claim - Locum Clerk: 06.04.23 52 miles = £23.40; 11.04.23 52 miles = £23.40; 20.04.23 52 miles = £23.40; 28.04.23 52 miles =£23.40 @0.45p per mile	£93.60	£0.00	£93.60
02/05/2023	Jocelyn E Banks	Lydney Town Crier Livery: Melton Wool Coat: Velvet waistcoat and breeches: Cotton shirt: Lace Jabot: Tricon Hat (additional cost of £50.00)	£500.00	£0.00	£500.00
03/05/2023	Forest of Dean & Wye Valley (Ignyte Ltd)	Visit dean Wye-Silver Membership with Visit Dean Wye	£150.00	£30.00	£180.00
Total			£15,436.57	2,403.79	£17,840.36

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The payment report was considered. The list of payments was proposed for approval by Cllr Harris, Seconded by Cllr S Holmes – Unanimous vote.

To approve accounts for payment as detailed by the Clerk.

<u>DATE OF INVOICE</u>	<u>COMPANY</u>	<u>ORDERED</u>	<u>PRICE Ex VAT</u>	<u>VAT TOTAL</u>	<u>TOTAL PRICE</u>
07.05.2023	Jon Havers- Forest Hog Roast	Lydney Town Council - Trader Booking	£1,000.00	£0.00	£1,000.00
07.05.2023	Paul Knight - Thai Zabb by Ging	Lydney Town Council - Trader Booking	£500.00	£0.00	£500.00
07.05.2023	Chelsea Freeman - Treat Catering	Lydney Town Council - Trader Booking	£1,200.00	£0.00	£1,200.00
07.05.2023	Trudi Coburn - Four Seasons Coffee Shop	Lydney Town Council - Trader Booking	£125.00	£0.00	£125.00
07.05.2023	Clare Bond- Severnside Skills/Taurus Crafts	Lydney Town Council - Trader Booking	£500.00	£0.00	£500.00
07.05.2023	Sean Watson - Fabionis	Lydney Town Council - Trader Booking	£500.00	£0.00	£500.00
07.05.2023	Simon Gane- Si & Ted's Excellent Potatoes	Lydney Town Council - Trader Booking	£500.00	£0.00	£500.00
07.05.2023	Emily Harris- Dean Forest Kitchen	Lydney Town Council - Trader Booking	£500.00	£0.00	£500.00
07.05.2023	Julie Lawson - Face Painting	Lydney Town Council - Trader Booking	£300.00	£0.00	£300.00
09.05.2023	Camp Hillcrest	Coronation Art Workshop	£1,260.00	£0.00	£1,260.00
15.05.2023	Lydney Town Band - Kevin Ford	King Charles III event - Monday 8th May	£100.00	£0.00	£100.00
15.05.2023	The Graphics Shack	King Charles Banner & Art Work - Tokens	£130.00	£16.00	£146.00
15.05.2023	Alison Goodall - Window display 3rd Place	Kings Coronation Display	£40.00	£0.00	£40.00
15.05.2023	Raymonds Shop- Mrs June Meadows	Prize Winner £100.00	£100.00	£0.00	£100.00
Total			£6,755.00	£16.00	£6,771.00

- 9.2. The payment report was considered. The list of payments was proposed for approval by Cllr Harris, Seconded by Cllr S Holmes – Unanimous vote.

To approve the removal of signatories from the council bank accounts.

- 9.3. Council noted the signatories. Proposed for approval by Cllr S Cave, Seconded by Cllr S Holmes – Unanimous vote.

To approve the addition of signatories to the council bank accounts.

Council noted the signatories. Proposed for approval by Cllr S Cave, Seconded by Cllr T Saunders – Unanimous vote.

10. **ADOPTION OF FORMAL CONTRACTS**

To adopt the following governance documents;

- (i) Standing Orders – Cllr Osborne requested that there be an addition to the Standing Orders that any necessary paperwork be sent by electronic means as well as paper - Proposed by the Chairman – Majority Agreed

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(ii) Financial Regulations – proposed Cllr R Holmes seconded Cllr C Harris - Majority Agreed

(iii) Code of Conduct – proposed by Cllr B Osborne, seconded Cllr T Saunders - Majority Agreed

11. TO APPROVE THE REMIT (TERMS OF REFERENCE) FOR THE COUNCILS' SUB-COMMITTEE'S ETC

Council considered the Remit (Terms of Reference) for the Committees, Sub-Committees and working Groups.

Proposed that the documents are accepted by Cllr R Holmes and seconded by C Harris - Majority Agreed

12. APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRS

12.1. To appoint members of the council to the Committees; please see attached document - **APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRS AND EXTERNAL BODIES - DOCUMENT ATTACHED**

12.2. To appoint members of the Lydney Recreational Trust and Bathurst Park and Recreational Trust to serve as a Chair – Proposed by Cllr T Saunders to leave the appointment of Chairs to the Trusts to the relevant Trust meetings - Unanimous vote.

13. APPOINTMENT OF MEMBERS TO EXTERNAL ORGANISATIONS

13.1. To appoint members of the Council to various external organisations - **APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRS AND EXTERNAL BODIES - DOCUMENT ATTACHED**

13.2. **TO CONSIDER A HARLEY TO REMAIN AS THE ROLE OF CHAIRMAN FOR THE NEIGHBOURHOOD DEVELOPMENT PLAN STEERING GROUP FOR THE MUNICIPAL YEAR 2023/24.**

Proposed by Cllr T Saunders – That A Harley is to stand on for the year as Lead - Unanimous vote

14. REVIEW OF OTHER DOCUMENTS

To review and (re-)adopt the following documents:

- (i) Asset Register. Approved by unanimous decision.
- (ii) List of Bank Signatories. Approved by unanimous decision.

Councillor E Taylor left the meeting at 8.20pm.

- (iii) List of Standing Orders and Direct Debits – (Bank Signatories) - Approved by unanimous decision.
- (iv) List of Subscriptions – Subject to the only subscription to the SLCC be that of the Clerk only. Approved by unanimous decision.
- (v) Insurance Policies –
Subject to the insurance policies for all Trusts and Council become integrated where possible. Approved by unanimous decision.

The Chairman suspended the meeting using Standing Orders 8.27pm

The Chairman resumed the meeting using Standing Orders at 8.32pm

Councillor E Taylor returned to the meeting at 8.32pm.

- (vi) Scheme of Delegation. Approved by unanimous decision.
- (vii) Policy on Member / Officer Relations. Approved by unanimous decision.

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- (viii) Freedom of Information and Data Protection Policies. Approved by unanimous decision.
- (ix) Complaints Procedure. Approved by unanimous decision
- (x) List of Council Contracts as required under the Transparency Act. Approved by unanimous decision.

- (xi) Policy for dealing with the Press / Media
To be added to policy that all comments for the Press Office are directed through the Clerk. Approved by unanimous decision
- (xii) Recruitment & Selection Policy. Approved by unanimous decision.
- (xiii) Training Policy & Procedure. Approved by unanimous decision.
- (xiv) Financial Risk Management. Approved by unanimous decision.

Notes

Other Council Policy documents will be reviewed later in the year, alongside the Strategic Plan.

List of Council Contracts as required under the Transparency Act-

That the list of Council Contracts over the value of £5,000 be uploaded to the Council website. Approved by unanimous decision.

15. MUNICIPAL/CIVIC YEAR DIARY DATES 2023- 2024

To note the Lydney Town Council, Bathurst Park and Recreation Trust meeting dates for May 2023 until April 2024.

Meeting dates received and Noted.

16. TOWN CLERK'S REPORT

16.1. To receive an update from the Town Clerk

Report received - Unanimous vote

Clerk was commended on the new way of issuing the meeting agendas and paperwork – made everything much easier to follow.

16.2. To note deadline dates for when reports are due for various meetings

Deadline which is the Monday, (the week before council or committee meetings) - Unanimous vote.

17. TO RECEIVE AN UPDATE AND DECIDE ON THE NEXT STEPS REGARDING SATURDAY MARKETS IN NEWERNE STREET, LYDNEY


Councillor C Harris provided an update on Newerne Street Market, Lydney. In summary: Various emails had been sent to FoDDC, but no responses had been received, as yet.

There is a Market Town Fund of £25,000 which is available.

Councillor W Osborne suggested that District Councillor McDermid be invited to the next meeting, as he may be able to assist with this matter.

18. TO NOTE THE LYDNEY FLOOD RISK STUDY PHASE 1 REPORT FOR MARCH 2023, FROM GLOUCESTERSHIRE COUNTY COUNCIL REGARDING FLOOD MANAGEMENT AND DECIDE ON THE NEXT STEPS

Report received and Noted.



19. **TO AUTHORISE THE PURCHASE OF A LAPTOP WITH APPROPRIATE LICENCES, SOFTWARE AND SETUP, WITH COSTS CIRCA £1,250 NET TOTAL**

That the Clerk, seek further quotes from the technology provider for the Council for a machine of similar nature to the other quote to ensure longevity and to seek further information for the required computer programmes required and to agenda for the Council meeting in June. - proposed by Cllr S Cave seconded by Cllr T Saunders - Unanimous vote

20. **TO APPROVE THE VIREMENT OF THE HALLOWEEN BUDGET £250 BE TRANSFERRED TO THE YOUTH ACTIVITIES BUDGET**

Proposed by Cllr T Saunders - that the money be vired from the Halloween budget to the Youth activities budget - Unanimous vote

21. **TO APPROVE THE FLAG DATES AND SUPPORTING NOTES FOR 2023**

The Council resolved, by a unanimous decision, to fly the Flags as per list with the inclusion of the Pride Flag from 1st June until the 17th June.

Cllr Osborne proposed that agreed where necessary on weekends he would raise or lower the necessary Flags.

Cllr W Osborne left the meeting 9.15pm.

22. **TO NOTE THE COUNCIL'S ANNUAL CYBER PACKAGE INSURANCE HAS BEEN RENEWED FROM APRIL 2023 AT A COST OF £473.00**

Report received and noted

23. **TO APPROVE THE RECRUITMENT OF AN ASSISTANT CLERK FOR 37 HOURS PER WEEK**

Resolved that the Clerk can advertise the position of an Assistant Clerk for 37hrs per. Proposed - Cllr S Cave seconded Cllr C Harris – Unanimously Agreed



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24. DATE AND VENUE OF NEXT MEETING AND FUTURE BUSINESS

Planned Community Event 22nd July 2023 (TBC via Bathurst Park & Recreation Trust)

MONTH		
May 2023	<u>Monday 15th May</u>	<u>Tuesday 30th May (29th is a Bank Holiday)</u>
	(No Planning/Highways Committee – DELEGATED POWERS) Annual Council Meeting at 7.00 pm*	Burial Committee @ 6.30 pm (if required) Lydney Recreation Trust and Bathurst Park Recreation Trust @ 7.00 pm
	<u>Wednesday 24th May</u> Annual Town (parish) Meeting Town Hall at 6pm	
JUNE 2023	<u>Monday 12th June</u>	<u>Monday 19th June</u>
	Planning/Highways Committee – 6.00 pm Full Council Meeting at 7.00pm	Finance and Scrutiny Meeting (GRANT APPLICATIONS) at 7.00 pm

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12. APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRS - 15TH MAY 2023

(N.B. Optionally, the Council may prefer that members 'stand on' another year, to give continuity of experience and history)

Finance and Scrutiny
(7 including Mayor as ex officio)
Cllrs; S Holmes, P Johns, T Saunders (Mayor)
Chair: Cllr R Holmes
Vice Chair: Cllr C Harris

Personnel Committee (5)
Cllrs; T Saunders, R Holmes, C Harris,
S Holmes, E Taylor.
(Mayor and Deputy Mayor, plus all Committee Chairs
Chair: R Holmes
Vice Chair: T Saunders

Planning and Highway
(7 including Mayor as ex officio)
Cllrs; S Holmes, P Johns, P Macklin, B Osborne, T Saunders, E Taylor
Chair: Cllr C Harris
Vice Chair:

Amenities
(8 including Mayor as ex officio)
Cllrs; S Cave, S Holmes, P Johns, P Macklin, B Osborne, T Saunders, E Taylor
Chair: Cllr S Holmes
Vice Chair:

Burial
(7 including Mayor as ex officio)
Cllrs; C Harris, s Holmes, T Saunders,
Chair: E Taylor
Vice Chair: TBA

Regeneration Committee
(5)
Cllrs; S Cave, C Harris, S Holmes, P Macklin, T Saunders, E Taylor
Chair: C Harris
Vice Chairman:



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13. To appoint members of the Council to various external organisations - APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRS AND EXTERNAL BODIES –

APPOINTMENT OF MEMBERS TO EXTERNAL ORGANISATIONS

WORKING GROUPS

Lydney Flood Defence

Mayor, Deputy Mayor, Chairman of Planning and Highways Committee, Resolved for W Leach to remain involved, Cllrs; R Holmes, T Saunders,

Environment

Lead: To Defer to Amenities Committee

Health and Social Care

Lead: Defer to Co-option

Youth

Lead: Cllr S Cave

Lydney Recreation Trust

Chair:

Vice Chair:

All Councillors will be invited to attend meetings

Bathurst Park and Recreation Trust

Chair:

Vice Chair:

All Councillors will be invited to attend meetings

APPOINTMENTS TO OUTSIDE BODIES

Lydney Town Hall Trust Management Committee

Defer to co-option

Cllr T Saunders.....

Lydney & District Twinning Association

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Adverse Weather Warden(s) Cllrs P Macklin, B Osborne, C Harris, E Taylor, S Cave
(4)

Citizens Advice Bureau Omit for future requests for representatives - N/A
Nuclear

Electric Cllr R Holmes
Rural Sounding Board of Parish Council

Representatives Omit for future requests for representatives - N/A
Forestry Commission Advisory Committee Cllrs, S Cave, T Saunders

Forest of Dean Sea Cadets Cllr T Saunders Mayor
Royal British Legion Cllr T Saunders, C Harris Mayor/Councillor

RDPE Omit for future requests for representatives - N/A
Forest of Dean Health Forum

(2) Cllrs C Harris, T Saunders Chairman of Planning and Highway Committee
Road Safety Liaison Committee Cllr C Harris
Bledisloe New Zealand & Overseas Trust Cllr W Osborne
Education/Youth Liaison Cllrs S Cave, E Taylor

Lydney Youth Hub Cllrs S Cave, P Macklin
Lydney Coastal Community Team Executive Omit for future requests for representatives - N/A
Board Mayor/Deputy Mayor

Rail/Transport Matters
(3) Cllrs; R Holmes, S Holmes
Gloucestershire Chartered Parish Group Defer to co-option
Lydney Air Quality Management (LAQM) Defer to co-option - could link to an Environment Lead



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Gloucestershire Association of Parish and Town Councils
(GAPTC)

Mayor

Dean Forest
Greenways

Cllr T Saunders

Local Action Group – Forest Sub-
Group

Cllr P Macklin

Gloucestershire Market Towns
Forum

Defer to co-option – more information required on the group

Yorkley Court Farm Community Fund
(2)

Dementia
Leads

Defer to co-option

Lydney Area in
Partnership

Cllr T Saunders

Supplementary for
appointment of
Members to Committees

River Walk and River
Lyd enhancement

Influencing the
development of the
Co-op Site

Enhancing the
appearance of the town
centre

Improving traffic
management and public
transport facilities

Defer to co-option

Defer to co-option

Defer to co-option

Defer to co-option

Defer to co-option

Defer to Regeneration Committee remit or co-option – UNANIMOUS APPROVED

The Chairman closed the meeting closed at 9.18pm

Signed: 

Date: 12-5-23

