

1. **APOLOGIES**

Apologies were received and noted, from Cllrs E Taylor and S Cave.

2. **DECLARATION OF INTERESTS**

None declared.

3. **MINUTES**

The minutes held on **Monday 10th July 2023** were accepted as read.

Proposed by Cllr Osborne Seconded by Cllr S Holmes. Unanimously Approved.

4. **REPORTS**

A verbal report was received from District Cllr H Ives.

In summary:

- Cllr Ives advised that Forest of Dean District Council (FoDDC) are currently updating the Local Plan which expires in 2026.
- The Local Plan will shape how the district develops housing over the next 20 years which will impact Lydney and all areas across the Forest.
- The replacement Local Plan will be in force until 2041
- Government has set new housing targets and FoDDC have to identify an area(s) that can accommodate an additional 3000 new houses, as part of the local plan.
- The draft Local Plan proposed creating a new village for the additional houses but this was strongly objected to by local residents.
- Other options include (a) keep the existing towns, as is (b) creating a new village (c) to defer updating the plan until closer to 2026 to gain further understanding of how local plans work.
- The decision will be made in October 2023 at a FoDDC meeting.
- Cllr Ives will keep Lydney Town Council updated.

District Councillor A McDermid (Lydney East) introduced himself to the members of the council.

5. **FINANCIAL MATTERS / RFO REPORT**

5.1 **Payments**

To approve accounts for payment as detailed by the RFO

It was proposed by Cllr Saunders that the Payments totalling £2,117.32 + £250.00 invoice from Gloucestershire College be agreed. Unanimously Approved

5.2 **Income and Expenditure Reports/ Earmarked Reserves / Balance Sheets / RFO Report/ Bank Reconciliations**

To receive and approve the above financial reports for 30.06.2023, 31.07.2023 and 31.08.2023.

Cllr S Holmes raised a query relating to Earmarked Reserves Projects stating that it had been resolved that the funds be allocated to different budgets.

The clerk will update councillors on the Earmarked Reserve movements.

It was proposed by Cllr Harris that the reports be approved subject to Earmarked Reserves – 'Projects' be checked. Seconded Cllr Osborne. Unanimously Approved

5.3 Direct Debit Card Report

To note the Direct Debit Report for 31.07.2023.

Noted.

5.4 Internal Audit Report from Wednesday 8th August 2023

To receive a report on the internal financial audit held on Tuesday 8th August 2023.

Councillors Cllrs Jones, R Holmes, Johns and Harris were thanked for undertaking the quarterly Internal Audit. The new process was found to be very clear and concise.

Cllr R Holmes suggested that the office, where possible, aim to use a green pen for audit purposes and look at purchasing a blank signature block stamp for signing against.

5.5 Pensions Eligibility

To approve the eligibility for Pensions for the following Posts, Town Clerk, Assistant Clerk (Administration), Business Administration Apprentice and Part-Time Finance Assistant.

It was proposed by Cllr Saunders that the eligibility for Pensions for the following Posts; Town Clerk, Assistant Clerk (Administration), Business Administration Apprentice and Part-Time Finance Assistant be approved. Unanimously Approved

6. TOWN CLERK'S REPORT

To receive an update from the Town Clerk.

Noted.

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

None

8. CHRISTMAS EVENT – FRIDAY 1ST DECEMBER 2023

8.1 To receive and approve the quote for installation of Christmas lights on 3 Christmas trees around Lydney.

Cllr Saunders proposed that the quote from Luke Cole for installation, removal and replacement of Christmas lights for 3 Christmas Trees around Lydney be approved. Unanimously Approved

Cllr Saunders proposed that the quote from Oakey & Son Ltd for installation, storage, PAT Testing and removal of column Christmas lights around Lydney be approved subject to the quote being within 15% of 2022 cost. Unanimously Approved

9. **APPOINTMENT OF MEMBERS TO COMMITTEES AND REAFFIRMING CURRENT MEMBERS**

To appoint members of the Council to Committees and reaffirm members on current committees.

Cllr Saunders proposed that the changes to members to Committees (Appendix 1) be approved. Unanimously Approved.

10. **APPOINTMENT OF MEMBERS TO COMMITTEES AND EXTERNAL ORGANISATIONS**

To appoint members of the Council to various committees and external organisations

It was noted that Councillors support Sea Cadets and was agreed that Council would approach Lydney Air Cadets to see if Council can support them.

Cllr Saunders proposed that the changes to members to Committees and External Organisations (Appendix 2) be approved. Unanimously Approved

11. **SOUTH WEST PROJECT MANAGEMENT**

To consider and decide on attendance to the South West Project Management Presentation 6th December 2023

Cllrs R Holmes and S Holmes expressed an interest in attending the South West Project Management Presentation on 6th December 2023

12. **DRAFT FREEDOM OF LYDNEY POLICY**

To consider and approve the Freedom of Lydney Policy

Cllr Harris proposed that the Freedom of Lydney Policy be approved subject to confirming legal technicality and adding details relating to posthumous nominees. Seconded by Cllr Osborne Unanimously Agreed

Meeting suspended at 20.18pm

Meeting resumed at 20.25pm

13. **NEIGHBOURHOOD DEVELOPMENT PLAN TOWN PLANNING ADVISOR APPOINTMENT**

13.1 To approve and appoint Place Studios as the Town Planning Advisor for the Neighbourhood Development Plan

Cllr Harris Proposed to approve and appoint Place Studios as the Town Planning Advisor for the Neighbourhood Plan. Seconded by Cllr Kemsley Unanimously Agreed

- 13.2 To approve the submission of a Locality Grant for 2023/2024 for the development of the Lydney Neighbourhood Development Plan

Cllr Harris Proposed that the Locality Grant for 2023/2024 for the development of the Lydney Neighbourhood Development Plan be approved for submission. Seconded by Cllr S Holmes Unanimously Agreed

14. **FIREWORKS 3rd NOVEMBER 2023**

To approve for council staff to work on the Fireworks Event scheduled for Friday 3rd November, for a maximum of four hours, with costs to be recharged to Bathurst Park and Recreation Trust

Cllr S Holmes Proposed that council staff to work at the Fireworks Event scheduled for Friday 3rd November, for a maximum of four hours, and Saturday a maximum of 3 hours with costs to be recharged to Bathurst Park and Recreation Trust be approved. Seconded by Cllr Osborne. Unanimously Agreed

15. **BENCHES AT CEMETERY**

To consider and approve benches in the cemetery having plastic guards added to the feet of the benches to help with preservation of the item

Cllr Saunders Proposed that benches in the cemetery to have plastic guards added to the feet of the benches to help with preservation subject to a maximum cost of £50 per bench be approved. Unanimously Agreed

16. **STRIMMER**

To receive and approve a quote for a new Strimmer

Cllr Saunders Proposed that the Council approve a purchase of a new Strimmer subject to a comparison cost from Mincost being obtained and purchase of a second battery to a limit of £1,500.00. Unanimously Agreed

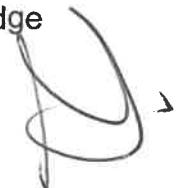
17. **VACANCIES ON GAPTC'S EXECUTIVE COMMITTEE**

To consider Councillor(s) becoming a member to GAPTC's (Gloucestershire Association of Parish and Town Councils) Executive Committee and agree actions.

Cllrs Harris and Saunders agreed to be put forward for the two vacancies within the Forest of Dean GAPTC's (Gloucestershire Association of Parish and Town Councils) Executive Committee. Unanimously Agreed

18. **CIVILITY AND RESPECT PLEDGE**

To consider and approve registration to the Civility and Respect Pledge



Cllr Saunders Proposed registration to the Civility and Respect Pledge be Approved.
Unanimously Agreed

19. **GLOUCESTERSHIRE D-Day 6TH JUNE 2024**

To consider and approve the purchase of 'The Lamp Light of Peace' and lighting of the beacon on Primrose Hill, if suitable, on 6th June 2024 at 9.15pm.

Following consideration Cllr S Holmes proposed the lighting of the Beacon on 6th June 2024 at 9.15pm in recognition of 80-year anniversary be Approved. Seconded by Cllr Harris. Unanimously Agreed

Cllr Saunders Proposed that the purchase of The Lamp Light of Peace be deferred so Council can source if there is a more fitting lamp to represent the Forest of Dean. Seconded by Cllr Harris. Unanimously Agreed

20. **CORRESPONDENCE**

To note correspondence received and answered and to agree responses, as appropriate

- To Note GP Survey Review – Noted.
- To Note Mayors for Peace July 2023 – Noted.
- To Note HMRC correspondence - Noted.
- To Note Neighbourhood Development Plan (NDP) Open Letter – Noted.

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

Full Council – Monday 9th October 2023 in the Council Chamber, Claremont House, High Street. Lydney

Meeting closed at 8.55pm



Lydney Town Council Meeting 11th September 2023

Appendix 1 – Agenda Item 9

11th September 2023

Finance and Scrutiny (7 including Mayor as ex officio)	Chair: Cllr R Holmes	Vice Chair: Cllr C Harris	Cllrs; S Holmes, P Johns, T Saunders (Mayor)
Personnel Committee (5) <u>(Mayor and Deputy Mayor, plus all Committee Chairs)</u>	Chair: R Holmes	Vice Chair: T Saunders	Cllrs; T Saunders, R Holmes, C Harris, S Holmes, E Taylor.
Planning and Highway (7 including Mayor as ex officio)	Chair: Cllr C Harris	Vice Chair: Cllr W Osborne	Cllrs; S Holmes, P Johns, P Macklin, T Saunders, E Taylor
<u>Amenities</u> (8 including Mayor as ex officio)	Chair: Cllr S Holmes	Vice Chair: Cllr T Saunders	Cllrs; S Cave, C Harris, R Holmes, P Johns, M Jones, B Osborne, E Taylor
<u>Burial</u> (7 including Mayor as ex officio)	Chair: Cllr E Taylor	Vice Chair: Cllr C Harris	Cllrs; S Holmes, T Saunders,
<u>Regeneration Committee</u> (5)	Chair: Cllr C Harris	Vice Chair: TBC	Cllrs; S Cave, C Harris, P Macklin, T Saunders, E Taylor, R Kemsley
Lydney Recreation Trust	Chair: Trustee R Kemsley	Vice Chair: Trustee P Macklin	All Councillors will be invited to attend meetings
Bathurst Park and Recreational Trust	Chair: Trustee R Kemsley	Vice Chair: T Saunders	All Councillors will be invited to attend meetings

Lydney Town Council Meeting 11th September 2023

Appendix 2 – Agenda Item 10

11th September 2023

<u>Lydney Flood Defence</u>	Mayor, Deputy Mayor, Chairman of Planning and Highways Committee, Cllrs; R Holmes, T Saunders, C Harris & R Kemsley
<u>Environment</u>	Lead: To Defer to Full Council
<u>Health and Social Care & Dementia Lead</u>	Lead: Cllr C Harris
<u>Youth & Education/Youth Liaison</u>	Lead: Cllr S Cave Cllr E Taylor
Lydney Town Hall Trust Management Committee	Cllr T Saunders
Lydney & District Twinning Association	Lead: Cllr R Kemsley Cllr C Harris
Adverse Weather Warden(s) (4)	Cllrs P Macklin, B Osborne, C Harris, E Taylor, S Cave & R Kemsley
Citizens Advice Bureau	Lead: Defer to next Full council
Nuclear Electric	Lead: Cllr R Holmes
Rural Sounding Board of Parish Council Representatives	Lead: Defer to next Full council, obtain further details
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
Forest of Dean Health Forum (2)	Cllrs; C Harris, T Saunders
Road Safety Liaison Committee	Cllr C Harris Chair of Planning and Highway Committee
New Zealand and Overseas Trust	Cllr W Osborne
Lydney Youth Hub	Cllrs S Cave, P Macklin
Rail/Transport Matters (3)	Cllrs; R Holmes, S Holmes

Gloucestershire Chartered Parish Group	Defer to next Full Council, obtain further details
Gloucestershire Association of Parish and Town Councils (GAPTC)	Cllr T Saunders Mayor
Dean Forest Greenways	Cllrs P Macklin & R Kemsley
Gloucestershire Market Towns Forum	Cllr T Saunders Mayor
Yorkley Court Farm Community Fund (2)	Cllrs C Harris, T Saunders
River Walk and River Lyd enhancement	Moved to Regeneration Committee
Influencing the development of the Co-op Site	Cllr R Holmes
Enhancing the appearance of the town centre	Moved to Regeneration Committee

