



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MEETING OF THE COUNCIL Monday 9th October 2023**

Start 7.05pm

Present: Cllr T Saunders (Chair)
Cllr C Harris
Cllr P Johns
Cllr S Holmes
Cllr R Holmes (Vice-Chair)
Cllr P Macklin
Cllr M Jones
Cllr H Ives (Co-opted member joined the meeting at 7.10pm)

In attendance: M Greenfield (Clerk)
L Bendall (Assistant Clerk – Minute Taker)

Members of the Public: Cllr H Ives & Cllr A McDermid (District Councillors) and 1 member of the public.

Councillor T Saunders welcomed all present and gave the usual 'housekeeping' announcements.

Open Forum

None raised.

1. **APOLOGIES**
Apologies were received and noted, from Cllrs S Cave, R Kemsley, W Osborne and E Taylor.
2. **CO-OPTION ONTO LYDNEY TOWN COUNCIL**
To review and appoint Co-option (Casual Vacancy) a Councillor to Lydney Town Council.
Cllr H Ives was co-opted onto the council.
The Clerk witnessed the Signing of the Acceptance of Office and Cllr H Ives joined the meeting at 7.10pm.
3. **DECLARATION OF INTERESTS**
Cllr T Saunders declared a non-pecuniary interest in Lydney Town Hall, Agenda Item 9.
Cllr S Holmes declared a non-pecuniary interest in Lydney Community Centre, Agenda Item 9.
Cllr C Harris declared a non-pecuniary interest in Lydney Community Centre, Agenda Item 9.

4. **MINUTES**

The minutes held on **Monday 11th September 2023** were Proposed by Cllr T Saunders as a true and accurate record.
Majority approved, 1 Abstention.

Resolved: Minutes, as a true and accurate record, were duly signed by the Chairman.

5. **REPORTS**

To receive *urgent* reports from Members of the Town, District and County Councils
Cllr A McDermid reported:

- Lydney Harbour, Cllr A McDermid advised there was a Stakeholder meeting being held in November and queried if, as a Town Council, we had any comments for him to raise. The Chairman advised that Town Council would be present at the meeting.
- Resident had raised issues regarding the traffic hazards along Highfield Road, Cllr A McDermid alongside County Councillor A Preest agreed a traffic survey should be set up. Cllr C Harris advised that Council had a meeting scheduled with Highways on Friday 13th October and this would be discussed with them along with a number of other issues.
- Cllr A McDermid raised a number of planning issues which had been raised at a Planning & Highways Committee meeting held earlier on 9th October and Council were aware and had already discussed.

Cllr S Holmes asked for feedback following a FoDDC meeting relating to the Local Plan. Councillors were advised that a District Cabinet meeting was scheduled for 12th October, a question has been raised that following a reduction in the number of proposed new houses from 4,000 to 3,000 what did it mean for Lydney. This topic will go to District Full Council for approval and then onto a public consultation.

Cllr H Ives gave a summary of the Local Plan and confirmed that as a representative of Lydney East he was attending a meeting on 10th October at Newerne Street Carpark to discuss a Saturday Market.

Cllr A Preest sent apologies for the meeting.

6. **FINANCIAL MATTERS / RFO REPORT**

6.1 **Payments**

To approve accounts for payment as detailed by the RFO.

It was proposed by Cllr T Saunders that the Payments totalling £13129.16 + additional invoices totalling £2615.10 (Net) be agreed. Unanimously Approved

Resolved: Payments totalling £13129.16 + additional invoices totalling £2615.10 (Net) be agreed.

6.2 **Financial Reports: Bank Statements for April 23, May 23, June 23, July 23, August 23 and September 23.**

To note Bank Statements for April 2023, May 2023, June 2023, July 2023, August 2023 and September 2023.
Noted.

6.3 **Direct Debit Card Report**

To note the Direct Debit card was not used for 31.08.23 or 30.09.23.
Noted.

6.4 **To consider the Draft Lydney Town Council Budget for the Financial Year 2024/25**

To receive and consider the Draft Budget for the financial year 2024/25
Cllr C Harris proposed that the Egg hunt budget of £250 be removed and the Civic Budget would be reviewed once Remembrance costs had been confirmed.
Seconded by S Holmes. Unanimously Approved.

Resolved: That the Egg hunt budget of £250 be removed and the Civic Budget would be reviewed once Remembrance costs had been confirmed.

6.5 **Donations**

- (a) To approve a donation of £22,758 to Lydney Recreation Trust
- (b) To approve a donation of £16,722 to Bathurst Park and Recreation Trust

Cllr C Harris proposed a donation of £22, 758 be made to Lydney Recreation Trust and donation of £16,722 to Bathurst Park and Recreation Trust be approved.
Seconded by Cllr S Holmes. Unanimously approved.

Resolved: A donation of £22, 758 be made to Lydney Recreation Trust and donation of £16,722 to Bathurst Park and Recreation Trust.

6.6 **Conclusion of Annual Governance & Accountability Return 2022 -2023**

To note the Conclusion of the Annual Governance and Accountability Return 2022-2023
Noted.

7. **TOWN CLERK'S REPORT**

To receive an update from the Town Clerk.
Noted.

It was also noted that following Personnel Committee held on 5th October Town Clerk had been formerly appointed.

Draft Newsletter was received by Councillors and following a few minor adjustments will be published.

Councillors wanted to thank Henry for his work on creating the newsletter.

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

Cllr C Harris reported on a Footpath Diversion and Footpath emergency closure, FLY36 and FLY39 respectively, Planning & Highways were aware.

Cllr C Harris updated the Councillors on the Neighbourhood Development Plan Steering Group (NDP) which had taken place on 9th October 2023.

The meeting went very well and included a tour of Lydney with both councillors and representatives from AECOM; an Action Plan following this will follow.
The Clerk confirmed that an application had been submitted for additional NDP Funding.

9. **LYDNEY TOWN HALL and LYDNEY COMMUNITY CENTRE REPORTS**

- 9.1 To receive and note reports from Lydney Town Hall and Lydney Community Centre in accordance with the Service Level Agreements. Noted.
- 9.2 To approve the next tranche of funds, £2,500, be released and paid to Lydney Town Hall and Lydney Community Centre in accordance with the Service Level Agreement.

Cllr T Saunders proposed that the next tranche of funds, £2,500, be released and paid to Lydney Town Hall and Lydney Community Centre in accordance with the Service Level Agreement be approved. Unanimously Approved.

Resolved: That the next tranche of funds, £2,500, be released and paid to Lydney Town Hall and Lydney Community Centre in accordance with the Service Level Agreement be approved.

10. **GLOUCESTERSHIRE D-Day 6TH JUNE 2024 THE LAMP FOR PEACE**

To consider and approve the purchase of 'The Lamp Light of Peace' or equivalent lamp for use at the D-Day Event and other events.

Cllr T Saunders proposed that the council do not purchase either The Lamp Light of Peace or equivalent lamp, council to light the beacon for the D-Day Event be approved. Unanimously Approved.

Resolved: That council do not purchase either The Lamp Light of Peace or equivalent lamp, council to light the beacon for the D-Day Event.

11. **THE OAKS**

11.1 To note the update on The Oaks.
Noted.

- 11.2 To decide on future actions regarding The Oaks
- Council to check if trees on The Oaks is subject to Tree Preservation Orders (TPO).
 - Council to update contractor who recently undertook the work in digging out the culvert
 - Council to liaise with FoDDC Estates for an update to the request made to purchase/transfer the identified strip of land.
 - Await an update from FoDDC when notice is served to residents relating to the culvert and drains.

12. **COMMUNITY ASSET TRANSFER**

To consider and decide on the development of business plans and associated actions for Community Asset Transfer registered by Lydney Town Council
Following review of the Community Asset Transfer Register it was resolved that the Council would prioritise registering the Community Centre and GP Surgery buildings

and to check if the old Co-op Building is registered and if so, remove from the register. It also resolved to submit a moratorium request for the Lydney and District Hospital.

It was noted that a consultation with a Fundraising organisation is scheduled for 17th October and a question relating to fundraising could be raised.

Proposed by Cllr R Holmes, Seconded by Cllr C Harris.

Unanimously Approved.

Resolved: That the Council would prioritise registering the Community Centre and GP Surgery buildings and to check if the old Co-op Building is registered and if so, remove from the register.

To submit a moratorium request for the Lydney and District Hospital.

13. **BURIAL COMMITTEE NOMINATION(S)**

To consider and approve nominees to become members of the Burials Committee. Cllrs M Jones and H Ives expressed an interest in becoming a member of the Burials Committee. Cllr T Saunders proposed Cllrs M Jones and H Ives be accepted as members. Unanimously Approved.

Resolved: Cllrs M Jones and H Ives be accepted as members of the Burials Committee.

14. **CHRISTMAS EVENT – 1ST DECEMBER 2023**

14.1 To consider and approve the cost of the grotto entry and presents.

Cllr C Harris proposed the cost of the grotto entry be set at £5.00 and 150 presents be purchased. Seconded by Cllr S Holmes Majority decision with 1 Abstention and 1 Against.

Resolved: The cost of the grotto entry be set at £5.00 and 150 presents be purchased.

14.2 To approve a float for the Christmas event

Cllr T Saunders proposed the float for the Christmas Event be £400.00, in denominations of £1, £5 and £10. Unanimously Approved.

Resolved: The float for the Christmas Event be £400.00, in denominations of £1, £5 and £10.

14.3 To ask for volunteer marshals for the event, supported by the Lydney events working group.

Cllrs C Harris, H Ives, S Holmes, P Johns, R Holmes, and P Macklin will be available.

14.4 To approve payments for the staff attending the event.

Cllr C Harris proposed that the staff attending the event be paid at time and a half up to a maximum of 4 hours with a choice of staff taking this as payment or time of in lieu. Seconded by Cllr S Holmes. Unanimously Approved.

Resolved: That the staff attending the event be paid at time and a half up to a maximum of 4 hours with a choice of staff taking this as payment or time of in lieu.

14.5 To approve Grotto opening times and approve that children with additional needs can attend prior to the general public between times 4.00pm-5.00pm.

Cllr T Saunders proposed that the Grotto opening times be 4.00pm to 8.00pm with the first hour for children with additional needs bookable in 5-minute slots be approved. Unanimously Approved.

Resolved: That the Grotto opening times be 4.00pm to 8.00pm with the first hour for children with additional needs bookable in 5-minute slots be approved.

- 14.6 To approve expenditure from Christmas Events be paid from the Events budget code.
Cllr T Saunders proposed that Christmas Events expenditure be paid from the Events budget code be approved. Unanimously Approved.

Resolved: That Christmas Events expenditure be paid from the Events budget.

15. **REMEMBRANCE PARADE 12TH NOVEMBER 2023**

To approve for council staff to be reimbursed for the Remembrance Parade scheduled for Sunday 12th November at Double Time.

Cllr R Holmes proposed that staff working the Remembrance Parade scheduled for Sunday 12th November be paid at double time, where staff can choose to be paid or take time in lieu be approved. Seconded Cllr C Harris. Unanimously Approved.

Resolved: That staff working the Remembrance Parade scheduled for Sunday 12th November be paid at double time, where staff can choose to be paid or take time in lieu be approved.

16. **COUNCILLOR ADVOCACY SCHEME INVITATION**

To nominate a representative to be on the Councillor Advocacy Scheme linked to the Office of the Police and Crime Commissioner (OPCC). Representing the South Forest of Dean area.

Cllrs P Johns, R Holmes and C Harris expressed an interest in being representatives. Cllr T Saunders proposed that Cllrs P Johns, R Holmes and C Harris be nominated as a representative for the Councillor Advocacy Scheme linked to the Office of the Police and Crime Commissioner (OPCC) be approved. Unanimously Approved.

Resolved: Cllrs P Johns, R Holmes and C Harris be nominated as a representative for the Councillor Advocacy Scheme linked to the Office of the Police and Crime Commissioner (OPCC)

17. **TO NOMINATE REPRESENTATIVES TO COMPLETE ON-LINE SURVEYS**

- a. To complete an electronic Customer Insight Survey from the Local Government Boundary Commission for England.
Cllrs Harris, R Holmes and S Holmes agreed to complete the Survey.
Cllr T Saunders proposed for Cllrs C Harris, R Holmes and S Holmes to complete the electronic Customer Insight Survey from the Local Government Boundary Commission for England be approved. Unanimously Approved.

Resolved: Cllrs C Harris, R Holmes and S Holmes to complete the electronic Customer Insight Survey from the Local Government Boundary Commission for England be approved.

- b. To complete an electronic Residents' views on crime in Gloucestershire. Cllrs P Macklin and P Johns agreed to complete the survey and Cllr T Saunders proposed for Cllrs P Macklin and P Johns to complete the electronic Residents' views on crime in Gloucestershire be approved. Unanimously Approved.

Resolved: Cllrs P Macklin and P Johns to complete the electronic Residents' views on crime in Gloucestershire

18. **CHRISTMAS HOLIDAY – BATHURST RECREATION PARK GATES**

To consider and approve gate opening and closing times over the Christmas period at Bathurst Recreation Park.

Cllr T Saunders proposed that all gates to the Bathurst Park be left open with exception to the Car Park, during the period of Saturday 24th December to Tuesday 26th December and that Saturday 31st December 2023 to 1st January 2024 gates to be locked as usual be approved. Unanimously Approved.

Resolved: That all gates to the Bathurst Park be left open with exception to the Car Park, during the period of Saturday 24th December to Tuesday 26th December and that Saturday 31st December 2023 to 1st January 2024 gates to be locked.

19. **CORRESPONDENCE**

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

- Mayors for Peace – Noted.

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

Full Council – Monday 13th November 2023 in the Council Chamber, Claremont House, High Street. Lydney

Meeting closed at 9.04pm

