



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MEETING OF THE COUNCIL Monday 13th November 2023**

Start 7.00pm

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
Cllr S Cave (7.01pm)
Cllr R Kemsley
Cllr W Osborne
Cllr E Taylor

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

Members of the Public: Cllr A McDermid and Cllr M Topping (District Councillors) and 1 member of the public.

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

Open Forum

A member from Canopy Creative Network updated the Council that Canopy had been successful with a recent funding application and were now working on organising a rolling Arts Programme to be delivered throughout the area starting next year until Spring 2026.

Canopy Website: <https://canopynetwork.co.uk/>

1. **APOLOGIES**
None, all Councillors were present.
2. **DECLARATION OF INTERESTS**
Cllr Saunders and Cllr Harris declared a non-pecuniary interest in Agenda Item 17, nominees for the Executive Committee for Gloucestershire Association of Parish & Town Councils (GAPTC).
3. **MINUTES**
The minutes held on **Monday 9th October 2023** were accepted as read and correct. Proposed by Cllr Harris, Seconded by Cllr S Holmes.
Resolved: Majority Approved

4. **REPORTS**

To receive *urgent* reports from Members of the Town, District and County Councils
Cllr Ives, District Councillor, reported on:

- During the FoDDC October meeting the Local Plan Strategy was agreed, the latest Local Plan seen a reduction in proposed new homes being built within Lydney over the next 20 years reduce from 2500 houses to 680 new houses. Concerns noted on current infrastructure.
The Local Plan is fluid and can still change until it is implemented in 2025.
- It was noted that FoDDC is reviewing its contract with Publica.

Cllr McDermid, District Councillor, reported on:

- As part of the Corporate/Council Plan Cllr McDermid is welcoming any comments relating to nature and active travel and welcomes comments to be directed to him.
- Lydney Harbour meeting being held by the Environment Agency is scheduled for 24th November, it was noted that the Mayor and Deputy Mayor will be attending the meeting.

A report from Gloucestershire County Council Cllr A Preest was received and noted.

Cllr Ives, Lydney Town Councillor, reported on:

- Reported on the boar incursion on the Mesne. The track is owned by Forestry Commission and permission has been granted to install temporary fencing.

Cllr's Harris and S Holmes left the meeting at 19.17pm

Cllr's Harris and S Holmes re-joined the meeting at 19.17pm

- It has been identified that funding will be required for fencing as previously identified funding is no longer available. Cllr Ives to speak with the Clerk on possible funding.

Cllr S Holmes left the meeting at 19.20pm and rejoined the meeting at 19.21pm

Cllr Topping, District Councillor, reported on:

- FoDDC will be purchasing/leasing Electric Vehicles for waste management.
- FoDDC budget process has begun.
- Lydney Harbour Fencing, it was noted that the waist high fencing is permanent, there is still some temporary fencing near the entrance where it is thought there will no longer be public access to that area.

5. **FINANCIAL MATTERS / RFO REPORT**

5.1 **Payments**

To approve accounts for payment as detailed by the RFO

It was proposed by Cllr S Holmes, that the Payments totalling £6,460.62 plus additional invoices totalling £900.00 be agreed. Seconded by Cllr Harris.

Resolved: Unanimously Approved



5.2 **Financial Reports: Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations for 30.09.23 and 31.10.23 and Bank Statements for September and October 23.**

To receive and approve the above financial reports.

Cllr Saunders Proposed that the Income and Expenditure, Earmarked Reserves, Bank Reconciliation and Bank Statements for September 2023 and October 2023 be approved.

Resolved: Unanimously Approved

5.3 **Direct Debit Card Report**

To note the Direct Debit card was not used for 31.10.23.

Noted.

5.4 **In-house Audit**

To request councillor representation to undertake two in-house Audits of the Council's accounts covering the period of October, November, December 2023 and for January, February, March 2024.

It was agreed that the following councillors would undertake the In-house Audits of the council's accounts:

for October, November December 2023 (Evening Audit)

Cllrs Taylor, Jones, Ives and Cllr R Holmes if required.

(Date of audit to be arranged for January 2024)

for January, February, March 2024 (Daytime Audit)

Cllrs Kemsley, S Holmes, Osborne and Cave

(Date of audit to be arranged for April 2024 – not during half-term)

A reminder to Cllrs Macklin, Cave, Johns and Harris of the scheduled In-House Audit for 14th November 2023 starting at 5pm.

5.5 **General Reserves & Earmarked Reserve Policy**

To consider and decide on the General Reserve & Earmarked Reserves Policy.

Cllr Harris Proposed that the General Reserve & Earmarked Reserves Policy be approved. Seconded by Cllr S Holmes.

Resolved: Unanimously Approved

5.6 **To consider the Draft Budget for the Financial Year 2024/25**

To receive and consider the Draft Finance & Scrutiny Budget for the financial year 2024/25.

Cllrs received the newly designed draft working budget document for 2024/25.

Cllr Ives and Cllr R Holmes would like a meeting with Clerk to discuss further.

6. **TOWN CLERK'S REPORT**

To receive and note the Town Clerk's report.

Noted.

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



Cllr Saunders thanked the various dignitaries, The Royal British Legion (Lydney), Armed and Uniformed Services, Armed and Uniformed youth groups, schools, community and voluntary groups, youth groups, volunteers, family members and the wider community for attending the Annual Service of Remembrance on Sunday 12th November.

Cllr R Holmes noted concerns that the FoDDC had not yet actioned Lydney Town's Application to register the two Doctor's Surgeries as Community Assets despite chasing for an update.

Cllr S Holmes together with Cllr R Holmes, Harris and Saunders attended Health Forum; possible new GP Surgery based within Lydney was discussed. Councillors can contact the councillors that attended for more information.

Cllr Saunders advised of the upcoming Light Up Lydney Parade is scheduled for Friday 1st December and asked for volunteers to help.

Cllrs Harris, S Holmes, Macklin, Kemsley, Ives, Jones, Taylor and R Holmes advised they would be available.

8. **INTERNAL AUDITOR 2024/25**

To consider appointing GAPTC as the Internal Auditor for 2024/25.

Cllr Cave Proposed that GAPTC be appointed as the Internal Auditor for 2024/25.

Seconded by Cllr Taylor

Resolved: Majority Approved

9. **PAYPHONE ON STATION ROAD**

To consider adopting the payphone on Station Road as a possible site for installation of a new defibrillator.

Cllr Saunders proposed that the adopting of the payphone on Station Road for possible installation of a new defibrillator be rejected on the grounds that there is already as defibrillator in-situ at the Station.

Resolved: Majority Rejected

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

To appoint members of the Council to Committees and various external organisations.

Cllr Ives to be added as a member of the Finance & Scrutiny Committee.

11. **CLIMATE CHANGE & ECOLOGY BILL**

11.1 To consider and decide on supporting the Climate and Ecology Bill.

Cllr Ives Proposed that Agenda Item 11 relating to supporting the Climate and Ecology Bill be withdrawn. Seconded by Cllr Johns.

Resolved: Majority Item Withdrawn

Cllr S Holmes left the meeting at 8.35pm

12. LYDNEY MARKET

- 12.1 To consider and decide on submitting a proposal to Forest of Dean District Council for a Saturday Market at Newerne Street Car Park.

Cllr S Holmes rejoined the meeting at 8.37pm

Cllr S Holmes proposed that the proposal to FoDDC for a Saturday Market at Newerne Street Car Park be deferred until a Sub-Committee is formed and the proposal fully reviewed. Seconded by Cllr Harris.

Resolved: Unanimously Approved.

- 12.2 To consider and decide on forming a Sub-Committee or Working Party to oversee the proposal submission and future actions relating to market proposals.
Cllr Saunders proposed that a Sub-Committee, consisting of Cllrs Taylor, Johns, S Holmes, Ives, Macklin, Jones, Cave and Saunders be formed to oversee the proposal submission and future actions relating to the market be approved with feedback to the Amenities Committee.

Resolved: Unanimously Approved.

13. NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

To consider and decide on the next steps of the NDP.

Cllr Harris reported that she had recently completed a 2hr webinar on "Planning in Plain English". This was found to be very informative and useful. Following a question raised it was confirmed that work should continue on the Council's Neighbourhood Development Plan (NDP) despite Forest of Dean District Council's current Local Plan undergoing review. It was recognised that some adjustments may need to be made to the Council's NDP to mirror the finalised Local Plan.

Cllr Saunders proposed that work continue on our Neighbourhood Development Plan (NDP) with the understanding that some adjustments may need to be made to the Council's NDP to mirror the finalised Local Plan.

Resolved: Unanimously Approved.

14. RURAL MARKET TOWN GROUP

- 14.1 To nominate representatives to the Rural Market Town Group.

Cllr Saunders will remain as our nominated representative to the Rural Market Town.

- 14.2 To nominate representatives to complete the on-line survey.

Cllr Saunders proposed that as the nominated representative she would complete the on-line survey for the Rural Market Town Group.

Resolved: Unanimously Approved.

15. TREE MANAGEMENT

- 15.1 To receive and consider a quote for tree works

Cllr Cave proposed that the quote from TrunkArb of £930.00 for removal of ash stand, under Health & Safety, situated within St Mary's Church be approved.
Seconded by Cllr Harris.

Resolved: Unanimously Approved.

- 15.2 To receive and consider a quote for tree works.

Cllr Saunders proposed that the quote from TrunkArb for £17,850.00 for removal of conifer hedge within St Mary's Church be rejected.

Resolved: Unanimously Rejected.

16. **BIODIVERSITY**

To consider and approve the Biodiversity Duty Policy Guidance.

Cllr Saunders proposed that the Biodiversity Duty Policy Guidance be approved.

Resolved: Unanimously Approved.

Vice Chair, Cllr R Holmes, chaired the meeting from 9.11pm

17. **GLOUCESTERSHIRE ASSOCIATION OF PARISH & TOWN COUNCILS (GAPTC)**

To provide two votes from nominees to the Executive Committee of GAPTC.

Cllr Johns proposed the two votes for nominees to the GAPTC Executive Committee be Cllr Harris and Cllr Saunders. Seconded by Cllr Cave.

Resolved: Unanimously Approved.

Chair, Cllr Saunders, resumed chairing the meeting at 9.12pm

18. **CORRESPONDENCE**

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

- Mayors for Peace October 2023 – Noted.

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

Full Council – Monday 11th December 2023 in the Council Chamber, Claremont House, High Street. Lydney

Meeting closed at 9.12pm