



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON  
MEETING OF THE COUNCIL MONDAY 11<sup>th</sup> DECEMBER 2023**

**Start 7.00pm**

**Present:** Cllr T Saunders (Chair)  
Cllr C Harris  
Cllr P Johns  
Cllr S Holmes  
Cllr R Holmes (Vice-Chair)  
Cllr M Jones  
Cllr H Ives  
Cllr R Kemsley (7.02pm)  
Cllr E Taylor

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

**Members of the Public:** Cllr A McDermid (District Councillor)

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

**Open Forum**

No Items raised.

1. **APOLOGIES**

Apologies were received and noted, from Cllrs Cave, Macklin and Osborne

2. **DECLARATION OF INTERESTS**

There were none.

3. **MINUTES**

The minutes held on **Monday 13<sup>th</sup> November 2023** were accepted as read and correct. Proposed by Cllr Saunders.

**Resolved: Unanimously Approved**

4. **REPORTS**

To receive *urgent* reports from Members of the Town, District and County Councils  
In summary, report from Cllr Preest – GCC Councillor:

- Cllr Preest continues to attend multiple partnership meetings.
- The 2024/25 Budget setting is in consultation until 11<sup>th</sup> January 2024.
- 10<sup>th</sup> January 2024, Cllr Preest, will Chair the Corporate Committee

Report from Cllr Mc Dermid – District Councillor

- Community Assets – Cllr McDermid is working with Assistant Director to chase the legal team for a response in relation to Town Council bid for Lydney Hospital.
- Resident has raised concerns relating speeding vehicles on Highfield Road, no updates received since, to be added to Agenda for next Highways meeting with GCC scheduled in February.
- Centurion Road – Health & Safety aspects raised; Cllr McDermid is looking to progress this.
- Enquires made for possibility of a footbridge to be installed from Bypass to Train Station, Cllr McDermid was informed there is a tunnel already in existence. It was noted that the tunnel is not fit for purpose in its current state and would require extensive refurbishment and works.

## 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 £14,645.10 plus an additional invoice totalling £20.00 be agreed.

**Resolved: Unanimously Approved**

### 5.2 **Financial Reports: Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations for 30.11.2023 and Bank Statements for November 2023.**

To receive and approve the above financial reports.

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

**Resolved: Unanimously Approved**

### 5.3 **Direct Debit Card Report**

To note the Direct Debit card was not used for 30.11.2023.

Noted.

### 5.4 **In-house Audit**

To receive an update following the recent in-house audit undertaken on 14<sup>th</sup> November 2023.

Cllrs Harris & Johns gave feedback following the recent In-house audit; the audit layout was clear, precise and easy to follow and reconcile.

Cllrs thanked the Clerk for the work undertaken on this.

### 5.5 **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 working draft budget document for 2024/25 following an update from the FoDDC relating to the Tax Base. The working budget document will be sent to Cllrs for them to review and the 2024/25 Budget will be set in January's Council meeting.

## 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**

**Planning & Highways Committee**

Cllr Harris reported that she recently attended an on-line consultation with Keepmoat relating to development of Lydney B; this area has been allocated for development and approved for housing more than 10 years ago as part of Forest of Dean Core Strategy. Comments will be made by Planning & Highway Committee when Planning Application received.

**Burials Committee**

Cllr Taylor will liaise with Clerk for an update following recent damage sustained at the Cemetery entrance.

8. **ROUNDAABOUT BY TAURUS CRAFTS**

To receive, consider and decide on quote for cutting back vegetation and tree works on roundabout by Taurus Crafts. To use General Amenities Budget.

It was noted that Lydney Town Council (LTC) are responsible for maintaining the vegetation on the roundabout as they were planted by LTC some time ago on a cultivation licence.

Cllr Harris proposed that the quote from TrunkArb for £2,160.00 to cut back vegetation, strim and trim shrubs and to give a 1.5m clearance from the curb be approved subject to the 2 trees being cut back and not fully removed. Seconded by Cllr S Holmes.

**Resolved: Majority Approved**

Cllr Ives proposed that Council approach GCC to end the cultivation licence. Seconded by Cllr S Holmes.

**Resolved: Unanimously Approved**

9. **CHRISTMAS EVENT**

9.1 To receive an update on the Christmas Event held on Friday 1<sup>st</sup> December 2023

Cllr Saunders thanked everybody for all their help in supporting the Christmas event, the parade went very well and was well attended despite the cold weather. Cllr R Holmes felt the Closure/Diversion signs needed to be clearer towards Darters Close, this will be discussed at the de-brief.

9.2 To decide on the date for the Town's Christmas Event for 2024.

Cllr Saunders proposed that the date for the Town's Christmas Event for 2024 be held on Saturday 30<sup>th</sup> November 2024 following feedback from volunteers, residents and businesses.

**Resolved: Unanimously Approved**

10. **WILDLIFE**

To receive an update on wildlife at The Mesne and decide a plan of action.

It was noted that permission had been sought in April 2023 by Forestry England for a temporary fence to be installed across the forest track entrance from Primrose Hill into Kidnalls Wood to prevent Boar from using the track to gain access to the Mesne. Clarification was sought to identify how temporary the permission was for; council was advised that the member of Forestry England who had offered initial permission had semi-retired and permission would need to be sought from their replacement. This would need to be sought as LTC do not own the land.

Cllr Saunders proposed that Lydney North Councillors re-engage with the Forestry England to seek permission.

**Resolved: Unanimously Approved**

11. **NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)**

11.1 To appoint a digital media company to work alongside the NDP to build the NDP website, with costs to be taken from the NDP Grant received for 2023/2024.

Cllr Harris proposed that digital media company Participatr work alongside the NDP to build the NDP website, with costs being taken from the 2023/2024 NDP Grant be approved. Seconded by Cllr Kemsley.

**Resolved: Unanimously Approved**

Cllr Harris proposed that the cost of appointing Participatr be funded by Regeneration Earmarked Reserves. Seconded by Cllr Kemsley.

**Resolved: Unanimously Approved**

12. **KUBOTA**

To receive, consider and decide on quote for remedial work on the Kubota.

Cllr Saunders proposed that the quote from AG Machinery for £625.00 to undertake remedial work on the Kubota be approved subject to Head Groundsman investigating replacement Kubota options.

**Resolved: Majority Approved**

8.16pm meeting suspended as Clerk left the meeting

8.17pm meeting resumed as Clerk re-joined the meeting

13. **CORRESPONDENCE**

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

- To note correspondence from Forest of Dean District Council concerning removal of Lydney Bus Station from the list of Community Value – Noted.
- To note correspondence and response from Clerk to Lydney Resident concerning feedback from Christmas Parade – Noted.
- To note Thank You letter from Royal British Legion for the support given in helping to organise the Annual Remembrance Parade – Noted.
- To note Thank You card from Victoria Centre – Noted.

14. **MOTION TO EXCLUDE THE PUBLIC AND PRESS**

The Council **resolved unanimously** to continue in "Closed Session" under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be conducted was considered to be of a confidential nature.

Note:

The following Minute is made available to the Public for openness and transparency. Where possible, the Council approves Confidential Minutes with substantially the same content, but with the inclusion of names of individuals or other parties when appropriate. At other times Confidential business (such as legal matters and employment issues) may appear in the Public Minutes only as an Agenda /Minute heading.

15. **FREEDOM OF INFORMATION REQUEST**

To consider and decide on a Freedom of Information Request Complaint.

Following a full review and discussions by the council Cllr R Holmes proposed that the complaint received relating to a Freedom of Information request not be upheld. Seconded by Cllr Harris.

**Resolved: Majority Approved**

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

Full Council – Monday 8<sup>th</sup> January 2024 in the Council Chamber, Claremont House, High Street. Lydney

Meeting closed at 8.52pm



