



**DRAFT - MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MEETING OF THE COUNCIL MONDAY 8th APRIL 2024**

Start 7.00pm

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

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

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

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

Open Forum

A member of the public raised concerns relating to poor lighting along Bath Place following BT removing a light from their pole. Council confirmed that all lighting issues to be reported to Highways.

Lighting issues had previously been reported around certain areas on Lydney Recreation Trust land and it was confirmed that the Trustees were aware and looking into this.

1. **APOLOGIES**
Apologies were received and noted from Cllr Ives.
2. **DECLARATION OF INTERESTS**
Cllr Saunders declared a non-pecuniary interest in Agenda Item 10 Gloucestershire Association of Parish & Town Councils (GAPTC).
3. **MINUTES**
The minutes held on **Monday 11th March 2024** were accepted as read and correct.
Proposed by Chair.
Resolved: Majority Approved

4. **REPORTS**

To receive *urgent* reports from Members of the Town, District and County Councils
No reports were received.

5. **FINANCIAL MATTERS / RFO REPORT**

5.1 **Payments**

To approve accounts for payment as detailed by the RFO
Chair proposed that the Payments totalling £12,284.10 and additional invoices totalling £10,029.86 be agreed.

Resolved: Unanimously Approved

5.2 **Financial Reports: Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations and Bank Statement for 31.03.24.**

To note the Bank reconciliations for part of the Year End and will be provided for the May 2024 meeting.

Noted.

To receive the Bank Statement for 31.03.24.

Chair proposed that the Bank Statement for 31.03.24 be approved.

Resolved: Unanimously Approved

5.3 **Direct Debit Card Report**

To note the Direct Debit card report for March 2024

Noted.

5.4 **Risk Assessment**

To note the Financial Risk Management Updated for April 2024

Noted.

5.5 **Investment Strategy**

To approve the Investment Strategy Update for April 2024

Chair proposed the Investment Strategy for April 2024 be approved.

Resolved: Unanimously Approved

5.6 **Asset Register**

To note the Asset Register

Noted.

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 Cave advised that following conclusion of the public consultation relating to the proposed new skatepark Maverick were seeking a consultation. Cllr Cave agreed to send details to the Clerk for escalating.

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

To note the development of the Neighbourhood Plan

Cllr Harris gave an update on the NDP; following the two public consultations, it was noted that whilst both sessions were well attended the open-air session held outside the old Co-op building had proved the most popular.

The NDP on-line public consultation is open for another 8 weeks:

<https://www.lydneyndp2.com/>

The next crucial stage to develop the NDP is for councillors to engage with Planning at FoDDC, Cllr Harris will lead on this but requested all councillors to engage with the NDP Steering Group.

The expectation is for the NDP revised plan to be submitted to the Forest of Dean District Council and the Examiner by September 2024.

Councillors interested in joining the NDP Steering Group are to notify either Cllr Harris or the Town Clerk.

9. **CLIMATE ADAPTATION PLAN FOR LYDNEY**

To review and approve the Climate Adaptation Plan for Lydney.

Cllr Harris proposed the Climate Adaptation Plan for Lydney be approved, seconded by Cllr Cave.

Resolved: Unanimously Approved

Council wanted to thank Cllr Kemsley for his work on this.

Cllr S Holmes updated the council on work being done locally with neighbouring towns and the Environmental Agency on tackling flooding. Clerk reminded councillors that regular multiple agency flood meetings were occurring which included the Environmental Agency on addressing flooding within Lydney.

It is noted that Cllr Saunders left the meeting at 19.25pm and Cllr R Holmes (Vice Chair) chaired the meeting for the following Agenda Item.

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

To provide one vote from nominees to the Executive Committee of GAPTC.

Cllr Cave proposed that Cllr Harris be nominated for the Executive Committee of GAPTC be approved, Seconded by Cllr Osborne.

Resolved: Unanimously Approved

It is noted that Cllr Saunders rejoined the meeting at 19.28pm and resumed chairing the meeting.

11. **POLICIES**

To note and adopt the following policies:

11.1 Carers Leave Policy

Chair proposed that the Carers Leave Policy be adopted.

It is noted that the Personnel Committee will continue to support staff and review each case individually when additional help is needed.

Resolved: Unanimously Approved

11.2 Flexible Working Policy

Chair proposed that the Flexible Working Policy be adopted.

Resolved: Unanimously Approved

11.3 Paternity Policy

Chair proposed that the Paternity Policy be adopted.

Resolved: Majority Approved

12. **FREE PARKING DAYS 2024**

To decide and agree on the 6 free parking days for FoDDC car parks within Lydney for 2024.

Chair proposed the following 6 dates be approved for free parking days for the FoDDC car parks within Lydney.

- Saturday 20th July 2024 – Bathurst Park Summer Event
- Saturday 30th November 2024 – Shopping Day & Christmas Parade
- Saturday 7th December 2024 – Shopping Day
- Saturday 14th December 2024 – Shopping Day
- Saturday 21st December 2024 – Shopping Day
- Saturday 28th December 2024 – Shopping Day

Resolved: Unanimously Approved

13. **STRATEGIC PLAN 2023-2030**

To review and update the Strategic Plan for 2023-2030

The Strategic Plan for 2023-2030 was reviewed and noted.

It was noted that this is a working document, any relevant updates/work undertaken to be passed to the office for the plan to be updated. As previously resolved by the council the Strategic Plan will be brought to council meetings every quarter for review and update.

14. **BIODIVERSITY DUTY POLICY**

To note the Biodiversity Duty Policy update.

Noted

Councillors requested clarification of what products were used to treat weeds around town.

15. **BATHURST PARK SUMMER EVENT**

15.1 To consider and decide on providing a donation of £2,000 towards the cost of the Bathurst Park Community Event (summer event) scheduled for Saturday 20th July 2024 with funds being taken from Events Budget 4850/400.

Chair proposed a donation of £2,000 be made to the Bathurst Park Community Event scheduled for Saturday 20th July 2024 with funds being taken from Events Budget 4850/400 be approved.

Resolved: Unanimously Approved

It was noted that previous financial contributors of the event were unable to make a donation this year.

15.2 To consider and decide on providing a donation to Bathurst Park Community Event for a donation of £100 towards the cost of arts materials to be taken from Events Budget 4850/400.

Cllr Harris proposed a donation of £100 towards the cost of art material be made to the Bathurst Park Community Event scheduled for Saturday 20th July 2024 with funds being taken from Events Budget 4850/400 be approved. Seconded by Cllr S Holmes.

Resolved: Unanimously Approved

16. **CORRESPONDENCE**

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

16.1 To note correspondence from Mayors for Peace.
Noted.

16.2 To note correspondence from National Association of British Markets (NABMA).
Noted.

17. **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

17.1 To be informed of a joint meeting.
The council were informed of a request for a joint meeting.

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

Full Council – Monday 13th May 2024, 7pm in the Council Chamber, Claremont House, High Street. Lydney

Please note this will be the meeting to elect the Mayor, Deputy Mayor and appointment to members to internal and external committees.

Please note the Lydney Annual Town Meeting (Annual Parish Assembly) is on Wednesday 24th April – 6pm at Lydney Town Hall, High Street, Lydney GL15 5DY

Meeting closed at 8.04pm