

Town Clerk: M Greenfield



Assistant Clerk: L Bendall

# Lydney Town Council

Council Chambers, Claremont House, High Street, Lydney, Glos, GL15 5DX  
Telephone: (01594) 842234

2<sup>nd</sup> September 2025

## SUMMONS

**To all Members of Lydney Town Council;** Councillors S Cave, C Harris, S Hillier, R Holmes (Vice-Chair), S Holmes, M Howard, P Johns, T Lindsay, M Jones, P Macklin, G Phelps, T Saunders (Chair) and E Taylor

**Dear Councillor**

You are hereby summoned to attend the **Meeting of the Council** to be held in the **Council Chambers, Claremont House, High Street, Lydney on Monday 8<sup>th</sup> September 2025 at 7pm**, for the purpose of transacting the following Agenda business as shown.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities, Crime & Disorder, Health & Safety and Human Rights plus Social, Economic and Environmental matters.

Yours sincerely,

*Michael Greenfield*

**Town Clerk**

### **FILMING AND RECORDING OF COUNCIL MEETINGS**

Members of the public are permitted to film or record meetings, in a non-disruptive manner, to which they are permitted access. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 2018.

Enquiries to Tel: 01594 842234 or email: [town.clerk@lydneytowncouncil.gov.uk](mailto:town.clerk@lydneytowncouncil.gov.uk)

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[Housekeeping announcements](#)

## **Open Forum**

A period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council.

- (i) Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Council.
- (ii) Questions may be answered but not debated by the Council.
- (iii) Any issues which the Council deem require consideration will be referred to the appropriate committee or deferred to the next Council Meeting.

## **AGENDA**

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| 1. | <b><u>APOLOGIES</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|    | To receive and note apologies for absence                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2. | <b><u>DECLARATION OF INTERESTS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|    | To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with Lydney Town Council's current Code of Conduct in respect of Members                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 3. | <b><u>MINUTES</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | To consider approving as a correct record the <b>Minutes of the meeting of the Council held on Monday 14<sup>th</sup> July 2025</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 4. | <b><u>REPORTS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | To receive <u>urgent</u> reports from Members of the Town, District and County Councils                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5. | <b><u>FINANCIAL MATTERS / RFO REPORT</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|    | <b>5.1 Payments</b><br>(a) To note the accounts paid on Bank Statements<br>(b) To approve accounts for payment as detailed by the RFO<br>(c) To approve the electronic VAT Transfer<br><br><b>5.2 Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations for 31.07.25 &amp; 31.08.25 &amp; Bank Statement for 31.07.25 &amp; 31.08.25 to 02.09.25</b><br>To receive and approve the above financial reports<br><br><b>5.3 Direct Debit Card Report</b><br>To note the Direct Debit Card reports for July and August 2025<br><br><b>5.4 Internal Audit Report from Wednesday 16<sup>th</sup> July 2025</b><br>To receive a report on the internal financial audit held on Wednesday 16 <sup>th</sup> July 2025, covering Periods April, May & June 2025<br><br><b>5.5 External Audit - Annual Return - Notice of Conclusion Audit 31.03.25</b><br>To receive and note the conclusion from the External Auditor's Report and Certificate, and to confirm a copy of the Notice of Conclusion of Audit for 31.03.2025, has been displayed |
| 6. | <b><u>TOWN CLERK'S REPORT</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|    | To receive an update from the Town Clerk and the Social Media analytics                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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| 7.  | <b><u>COMMITTEE BUSINESS REFERRED TO THE COUNCIL AND REPORTS FROM THE CHAIRS OF COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND FROM LEAD COUNCILLORS</u></b>                                                                                  |
| 8.  | <b><u>CORRESPONDENCE TO NOTE</u></b>                                                                                                                                                                                                              |
|     | 8.1 Forest Exchange Press Release                                                                                                                                                                                                                 |
| 9.  | <b><u>REMEMBRANCE PARADE SUNDAY 9<sup>TH</sup> NOVEMBER 2025</u></b>                                                                                                                                                                              |
|     | 9.1 To receive an update on the 2025 Remembrance Parade                                                                                                                                                                                           |
|     | 9.2 To approve for council staff to be reimbursed for the Remembrance Parade scheduled for Sunday 9th November 2025 at a rate as per the Green Book with the choice of being paid or to take the time in lieu                                     |
| 10. | <b><u>ASSETS OF COMMUNITY VALUE</u></b>                                                                                                                                                                                                           |
|     | To consider and decide on Community Right to Bid Correspondence                                                                                                                                                                                   |
| 11. | <b><u>OFFICE CLEANING</u></b>                                                                                                                                                                                                                     |
|     | To consider and decide on a quote for the cleaning of the council offices                                                                                                                                                                         |
| 12. | <b><u>FOREST OF DEAN DISTRICT COUNCIL – LOCAL PLAN 2021-2043, CONSULTATION - LOCAL PLAN OPTIONS TO DELIVER THE ADDITIONAL HOUSING REQUIREMENT.</u></b>                                                                                            |
|     | To review, consider and decide on the recommendations from the Regeneration Committee to the response to the consultation from the Forest of Dean District Council by 30 <sup>th</sup> September 2025                                             |
| 13. | <b><u>APPOINTMENT OF MEMBERS TO REGENERATION COMMITTEE</u></b>                                                                                                                                                                                    |
|     | 13.1 To consider and decide on increasing the number of Members to the Regeneration Committee                                                                                                                                                     |
|     | 13.2 To appoint members of the Council to the Regeneration Committee                                                                                                                                                                              |
| 14. | <b><u>AIR QUALITY MANAGEMENT AREAS (AQMA)</u></b>                                                                                                                                                                                                 |
|     | To consider and decide on comments to be submitted to the Forest of Dean District Council, by Monday 15 <sup>th</sup> September 2025                                                                                                              |
| 15. | <b><u>UPGRADE OFFICE IT</u></b>                                                                                                                                                                                                                   |
|     | To consider and decide on quotes to upgrade the office computer systems with associated costs being taken from budget code 4130/150 Office IT Equipment                                                                                           |
| 16. | <b><u>NEW VEHICLE</u></b>                                                                                                                                                                                                                         |
|     | To consider and decide on purchasing a new vehicle, to a total amount, with associated cost being taken from EMR 346 New Vehicle and to approach both Lydney Recreation Trust and Bathurst Park Trust to request a contribution towards the cost. |
| 17. | <b><u>RURAL ENGLAND PROSPERITY FUND</u></b>                                                                                                                                                                                                       |
|     | To consider and decide on an adjustment to the Rural England Prosperity Fund                                                                                                                                                                      |
| 18. | <b><u>LYDNEY HEALTH CENTRE – ASSET of COMMUNITY VALUE</u></b>                                                                                                                                                                                     |
|     | 18.1 To consider and decide registering Lydney Health Centre as an Asset of Community Value                                                                                                                                                       |
|     | 18.2 To consider and agree establishing a working party to produce a business plan and explore financing options for purchase                                                                                                                     |

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|     | 18.3 To consider and agree for council to seek legal advice if deemed necessary by the clerk, with any associated costs being taken from budget code 150/4700 Legal and Professional Fees                                                                                                                                                                  |
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| 19. | <b><u>CHRISTMAS EVENT GROTTO</u></b>                                                                                                                                                                                                                                                                                                                       |
|     | To consider the condition of the Christmas Igloo, with the Grounds Team to check and report; if deemed not fit for purpose, to approve delegation to two councillors together with the clerk to investigate rental or purchase of an alternative at a maximum cost of £5,000, with associated costs to be met from budget code 400/4845 General Amenities. |
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| 20. | <b><u>LAMPPOST SOCKETS UPGRADE</u></b>                                                                                                                                                                                                                                                                                                                     |
|     | To consider and decide on the upgrading on lamppost sockets on streetlighting columns through Lydney for the Christmas Lights, with costs to be taken from 4845/400 General Amenities and/or General Reserves                                                                                                                                              |
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| 21. | <b><u>DATE AND VENUE OF NEXT MEETING AND FUTURE BUSINESS</u></b>                                                                                                                                                                                                                                                                                           |
|     | Full Council – Monday 13 <sup>th</sup> October 2025, 7pm, in the Council Chamber, Claremont House, High Street. Lydney                                                                                                                                                                                                                                     |