



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MEETING OF THE COUNCIL MONDAY 8TH SEPTEMBER 2025**

Start 7.01pm

Present: Cllr T Saunders (Chair)
Cllr C Harris
Cllr S Hillier
Cllr R Holmes (Vice Chair)
Cllr S Holmes
Cllr M Howard
Cllr M Jones
Cllr P Johns
Cllr G Phelps
Cllr E Taylor

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

Members of the Public: One

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

Open Forum

No items were raised

1. **APOLOGIES**

Apologies were received and noted from Cllrs Cave and Lindsay.

2. **DECLARATION OF INTERESTS**

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.

No declarations of interests were declared

3. **MINUTES**

To consider approving as a correct record the minutes of the Meeting of the Council held on Monday 14th July 2025.

Chair proposed that the Meeting of the Council minutes held on Monday 14th July 2025 be accepted as read and correct.

Resolved: Unanimously Approved

4. **REPORTS**

To receive urgent reports from Members of the Town, District and County Councils
County Council Reports
 No urgent reports received

District Council Reports

Cllr Preest gave a report and in summary:

- Since being appointed the FoDDC Forces Champion regular Support Group meetings are now taking place; there are over 4,000 veterans in the Forest of Dean. The next Support Group meeting is scheduled for 10th October to be held in Coleford.
- Cllr Preest has also attended VJ Commemorations
- Cllr Preest continues to champion all Forest Towns and Parishes to sign up to the Gloucestershire AF Covenant

Town Council Reports

No urgent reports received

5. **FINANCIAL MATTERS / RFO REPORT**

5.1 **Payments**

(a) To note the accounts paid on Bank Statements – noted

(b) To approve accounts for payment as detailed by the RFO
 Chair proposed for payments totalling £4,294.86 be approved

Resolved: Unanimously Approved

A query was raised with regard to the Metta Media invoices; it was confirmed that two invoices related to the month end support and the third related to a training session undertaken by the RFO and Finance Assistant.

(c) To approve the electronic VAT Transfer

Chair proposed to approve the electronic VAT transfer to Bathurst Park & Recreation Trust of £3,002.38 and Lydney Recreation Trust of £2,431.92

Resolved: Unanimously Approved

5.2 **Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations for 31.07.25 & 31.08.25 and Bank Statement for 31.07.25, 31.08.25 and to 02.09.25**

Chair proposed for the Income and Expenditure Reports, Earmarked Reserves and Bank Reconciliations for 31.07.25 and 31.08.25 and Bank Statements for 31.07.25, 31.08.25 and 02.09.25 be approved.

Resolved: Unanimously Approved

5.3 **Direct Debit Card Report**

To note the Direct Debit Card reports for July and August 2025
 Noted

5.4 **Internal Audit Report from Wednesday 16th July 2025**

To receive a report on the internal financial audit held on Wednesday 16th July 2025, covering Periods April, May & June 2025

Cllrs Harris, Hillier and Lindsay undertook the internal audit and no concerns were identified

5.5 **External Audit - Annual Return - Notice of Conclusion Audit 31.03.25**

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

Conclusion from the External Auditor's Report was received and noted. It was also confirmed that the Notice of Conclusion of Audit for 31.03.2025 has been duly displayed.

Clerk commented that the report gave the council a clean bill of health in relation to its financial processes and thanked office staff for their work.

6. **TOWN CLERK'S REPORT**

To receive an update from the Town Clerk and the Social Media Analytics
Town Clerk's report received and 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 S Holmes commented that the Friends of the Mesne had approached Cllrs to consider installing a bench within the play area, more information has been requested for council to consider at a future meeting. Clerk advised the council that usual process is for the council to build and install benches following payment and a reminder made to councilors to be aware of our normal process when engaging with members of the public.
- Chair of Planning & Highways advised council that the committee had objected on a number of considerations to a planning application on land adjacent to Albert Street.
- Chair of Burials Committee advised that a Burials meeting is scheduled for 29th September and any items they may wish to add to the agenda to please liaise with them.
- Chair of Finance & Scrutiny reminded Cllrs of Budget training being held on Thursday 11th September between 10am and 11.30am at the Chambers and everyone is encouraged to attend.

8. **CORRESPONDENCE TO NOTE**

8.1 Forest Exchange Press Release
Noted

9. **REMEMBRANCE PARADE SUNDAY 9TH NOVEMBER 2025**

9.1 To receive an update on the 2025 Remembrance Parade

An update relating to the 2025 Remembrance Parade was received, and in summary:

- Road closure application for Remembrance has been approved by Forest of Dean District Council (FoDDC)
- An initial meeting took place in June and the route of the parade was established; the parade will start from Bream Road Car Park.
- The council are pleased that the 614 Squadron Marching Band have agreed to lead the parade again this year
- A Leaders meeting to include all other organisations involved in the parade is being arranged.

- 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
Chair proposed for staff working the Remembrance Parade to be reimbursed at a rate as per the Green Book, double time, with the choice of payment or taking time in lieu be approved.
Resolved: Unanimously Approved
10. **ASSETS OF COMMUNITY VALUE**
To consider and decide on Community Right to Bid Correspondence
Chair proposed for the clerk to write to FoDDC accepting their correspondence and that the council reserved the right to make a community bid in the future.
Resolved: Unanimously Approved
11. **OFFICE CLEANING**
To consider and decide on a quote for the cleaning of the council offices
It was proposed and seconded to accept and approve the quote for undertaking the cleaning of the council offices with officers monitoring the standard of cleaning and to report any concerns or issues.
Resolved: Unanimously Approved
12. **FOREST OF DEAN DISTRICT COUNCIL – LOCAL PLAN 2021-2043, CONSULTATION - LOCAL PLAN OPTIONS TO DELIVER THE ADDITIONAL HOUSING REQUIREMENT**
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 30th September 2025
Following review and consideration it was proposed and seconded to agree the recommendations from the Regeneration Committee which were to recommend options 1 and 4 and for Place Studio to help collate a response and populate additional document to be sent to FoDDC by 30th September 2025.
Resolved: Majority Approved
13. **APPOINTMENT OF MEMBERS TO REGENERATION COMMITTEE**
- 13.1 To consider and decide on increasing the number of Members to the Regeneration Committee
Following review, it was proposed and seconded for the number of Members to the Regeneration Committee be increased to 8 be approved.
Resolved: Unanimously Approved
- 13.2 To appoint members of the Council to the Regeneration Committee
It was proposed and seconded to approve Cllrs Jones, S Holmes and Phelps be appointed to the Regeneration Committee.
Resolved: Unanimously Approved

14. **AIR QUALITY MANAGEMENT AREAS (AQMA)**

To consider and decide on comments to be submitted to the Forest of Dean District Council, by Monday 15th September 2025

Chair proposed that due to the increased development of Lydney for Air Quality Management to continue for a further period, clerk to respond on behalf of the council.

Resolved: Unanimously Approved

15. **UPGRADE OFFICE IT**

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 Following discussions, the two preferential quotes were from Tate Tech and We Do Your Group. Office to clarify if the Tate Tech quote included a new router.

Chair proposed for the Chair of Finance & Scrutiny and Chair to work with the Clerk to decide on the most appropriate IT for the council with associated costs to be taken from budget code 4130/150 Office IT Equipment.

Resolved: Unanimously Approved

16. **NEW VEHICLE**

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.

Chair proposed for Cllrs Harris and Howard to work with the clerk to look at options available for a new vehicle at a limit of £15,000 be approved; for associated costs to be taken from EMR 346 New Vehicle and to approach Lydney Recreation Trust and Bathurst Park Trust to request a contribution towards the cost.

Resolved: Majority Approved

Cllr R Holmes commented that the council had agreed to make a donation to Lydney Recreation Trust to help towards the purchase of the Logic Sweeper, due to the Sweeper not being road worthy a suggestion was made for this to be looked into. Cllr R Holmes will undertake a report with a view to discuss at the October meeting.

17. **RURAL ENGLAND PROSPERITY FUND**

To consider and decide on an adjustment to the Rural England Prosperity Fund Chair proposed to adjust the Rural England Prosperity Fund application to be reappportioned to CCTV within town be approved.

Resolved: Unanimously Approved

18. **LYDNEY HEALTH CENTRE – ASSET of COMMUNITY VALUE**

18.1 To consider and decide registering Lydney Health Centre as an Asset of Community Value

It was proposed and seconded to register Lydney Health Centre as an Asset of Community Value.

Resolved: Unanimously Approved

- 18.2 To consider and agree establishing a working party to produce a business plan and explore financing options for purchase
It was proposed and seconded to establish a working party to produce a business plan and explore financing options to purchase the building.

Resolved: Unanimously Approved

Clerk will email Cllrs inviting them to volunteer to join the working party with a view that the first meeting will be held within the next two weeks.

- 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
It was proposed and seconded for council to seek legal advice if deemed necessary by the clerk and for associated costs to be taken from budget code 150/4700 Legal and Professional Fees

Resolved: Unanimously Approved

19. **CHRISTMAS EVENT GROTTO**

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.

Following an update, it was confirmed that the igloo was no longer fit for purpose. It was proposed by Chair for Cllrs Saunders and Lindsay together with the clerk investigate renting or purchasing an alternative at a maximum cost of £5,000, with associated costs to be met from budget code 400/4845 General Amenities.

Resolved: Unanimously Approved

The office will send photos to councillors of the inflated igloo for reference.

20. **LAMPPOST SOCKETS UPGRADE**

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

It was proposed and seconded the lamppost sockets on streetlighting columns be upgraded, with costs being taken from budget code 4845/400 General Amenities and/or General Reserves.

Resolved: Unanimously Approved

21. **DATE AND VENUE OF NEXT MEETING**

Full Council – Monday 13th October 2025, 7pm, in the Council Chamber, Claremont House, High Street. Lydney

Meeting closed at 8.58pm

