

Town Clerk: M Greenfield



Deputy Clerk: L Bendall

Lydney Town Council

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

3rd February 2026

SUMMONS

To all Members of Lydney Town Council; Councillors S Cave, C Evans, J Gregory, C Harris, S Hillier, N Holbutt, R Holmes (Vice-Chair), S Holmes, 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 9th February 2026 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 faithfully

Louise Bendall

Deputy 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: assistant.clerk@lydneytowncouncil.gov.uk

[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

1.	<u>APOLOGIES</u>
	To receive and note apologies for absence
2.	<u>DECLARATION OF INTERESTS</u>
	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.	<u>MINUTES</u>
	To consider approving as a correct record the Minutes of the meeting of the Council held on Monday 12th January 2026
4.	<u>REPORTS</u>
	To receive <i>urgent</i> reports from Members of the Town, District and County Councils
5.	<u>FINANCIAL MATTERS / RFO REPORT</u>
	5.1 Payments To approve accounts for payment as detailed by the RFO
	5.2 Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations and Cashbook Statement for 31.01.26 To receive and approve the above financial reports
	5.3 Direct Debit Card Report To note the Direct Debit Card was not used in January 2026
	5.4 Electronic Payment for VAT To approve the electronic VAT payment of £3838.32 to Bathurst Park & Recreation Trust & £2927.83 to Lydney Recreation Trust.
6.	<u>TOWN CLERK'S REPORT</u>
	To receive an update from the Town Clerk
7.	<u>COMMITTEE BUSINESS REFERRED TO THE COUNCIL AND REPORTS FROM THE CHAIRS OF COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND FROM LEAD COUNCILLORS</u>

8.	<u>CORRESPONDENCE</u>
	To receive correspondence and agree a response, if appropriate: (a) Follow-up correspondence in relation to the complaint regarding the road closure at the Christmas Event and agree a response.
9.	<u>INTERNAL AUDITOR 2026 – 2027</u>
	To consider and decide on appointing Gloucestershire Association of Parish and Town Council (GAPTC) as the Internal Auditor for 2026/27
10.	<u>BRANDING & TRACKING OF COUNCIL VEHICLES</u>
	(a) To receive and consider a quote for the branding of council vehicles (b) To receive costs and consider installing vehicle trackers
11.	<u>ACCESS & ACTIVE TRAVEL MAP</u>
	(a) To note the draft Access and Active Travel Map (b) To receive and approve a proposed funding application made by Forest of Dean District Council in support of developing Active Routes within Lydney
12.	<u>CEMETERY RULES – UPDATE</u>
	To consider and approve update to number 13 of the Cemetery Rules
13.	<u>FREE PARKING DAYS 2026</u>
	To decide and agree on the 6 free parking days for Lydney for 2026
14.	<u>FLAG DAYS</u>
	To consider and approve flag days for 2026
15.	<u>STRATEGIC HOUSING & ECONOMIC LAND AVAILABILITY ASSESSMENT (SHELAA)</u>
	To receive communication from Forest of Dean District Council (FoDDC) concerning their SHELAA and agree any future actions.
16.	<u>TOWN OF CULTURE 2028</u>
	To receive a summary on Town of Culture 2028 and to consider expressing an interest in joining the competition.
17.	<u>DATE AND VENUE OF NEXT MEETING AND FUTURE BUSINESS</u>
	Full Council – Monday 9 th March 2026, 7pm, in the Council Chamber, Claremont House, High Street. Lydney