



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON  
MEETING OF THE COUNCIL MONDAY 9<sup>TH</sup> FEBRUARY 2026**

**Start 7.00pm**

**Present:** Cllr T Saunders (Chair)  
Cllr S Cave  
Cllr C Evans  
Cllr J Gregory  
Cllr C Harris  
Cllr S Hillier  
Cllr N Holbutt  
Cllr R Holmes (Vice Chair)  
Cllr S Holmes  
Cllr M Jones  
Cllr P Johns  
Cllr E Taylor

**In attendance:** L Schroeder (Locum Clerk & RFO – Minute Taker)  
H Sleeman (Business Administrator)

**Absent:** Councillors P Macklin, G Phelps

**Members of the Public:** Councillors Mark Topping and Andrew McDermid (District Councillors)

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

**Open Forum**

Cllr Mark Topping asked about LTC’s pesticide policy. Cllr Saunders passed him the policy. The use has been significantly reduced.

1.	<b><u>APOLOGIES</u></b>
	Apologies were received and noted from Cllr T Lindsay
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. No declarations of interest were received.
3.	<b><u>MINUTES</u></b>
	To consider approving as a correct record the minutes of the Meeting of the Council held on Monday 12 <sup>th</sup> January 2026. It was proposed (CH) and seconded (SHo) that the Meeting of the Council minutes held on Monday 12 <sup>th</sup> January 2026 be accepted as read and correct. <b>Resolved: Majority Approved</b>

4.	<b><u>REPORTS</u></b>
	To receive <i>urgent</i> reports from Members of the Town, District and County Councils
	<p><u>County Council Reports</u> No reports received</p> <p><u>District Council Reports</u> Cllr McDermid raised about the Rights of the River Charter. He suggested LTC might want to do something about this re: River Lyd. He rang the floodline on Saturday re: amber warning. LTC has an emergency plan. Cllr McDermid asked if he was on LTC's plan. Cllr Saunders will check, but she does not think he has a role on it. Some sandbagging has happened today by the lake. Cllr McDermid has asked if he can be emailed if he can do anything. Changes to the document will need to be re-adopted. Cllr Saunders will speak to the FoDDC team to see if he can be added.</p> <p>Cllr Topping said the Flood risk engineers at FODDC were pleased with flood management upstream. Improvements have worked.</p> <p>Cllr Topping wanted to mention the Local Plan and the significant impact of it to Lydney. He wants to know if there is a LTC view on this. Cllr Saunders responded that LTC responded a couple of months ago. LTC Councillors have not responded individually, but may choose to. Councillors are attending the meeting at the Community Centre next week. They will bring a report to the March Full Council and will get comments in before the end of the consultation.</p> <p><u>Town Council Reports</u> Cllr Harris commented that she discovered in a meeting with Marcus and Catherine, TPO's can be put on any tree, with good reason, by any person.</p>
5.	<b><u>FINANCIAL MATTERS / RFO REPORT</u></b>
5.1	<p><b>Payments</b> To approve accounts for payment as detailed by the RFO It was proposed (CH) and seconded (ET) that payments totalling £17,294.04, be approved. <b>Resolved: Unanimously Approved</b></p>
5.2	<p><b>Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations and Cashbook Statement for 31.01.26</b> To receive and approve the above financial reports Chair proposed for the Income and Expenditure Reports, Earmarked Reserves and Bank Reconciliations and Cashbook Statements for 31.01.26 be approved. <b>Resolved: Unanimously Approved</b></p>
5.3	<p><b>Direct Debit Card Report</b> To note the Debit Card was not used during January 2026 Noted</p>
5.4	<p><b>Electronic Payment for VAT</b> To approve the electronic VAT payment of £3838.32 to Bathurst Park &amp; Recreation Trust &amp; £2927.83 to Lydney Recreation Trust. Chair proposed to approve the electronic VAT payments of £3838.32 to Bathurst Park &amp; Recreation Trust &amp; £2927.83 to Lydney Recreation Trust. <b>Resolved: Unanimously Approved</b></p>

6.	<b><u>TOWN CLERK'S REPORT</u></b>
	To receive the Town Clerk's report The Town Clerk's report was received and noted
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>
	<p>SC – Lydney youth groups are struggling for space. Lydney and Aylburton Scouts Association have asked whether there is potential S106 funding towards creating more community space. There are more people on waiting lists than there is space for. Can we look to include provision for community space going forward? Cllr Saunders responded that they have just signed to use Severnbanks school all weekend. They are extending space in the school, but this project won't be until 2028. Lydney Hospital would have been a good community space, but groups did not come forward – it may be too late now. Cllr Harris suggested S106 could be used for a community building. Cllr S Holmes said groups may not have funds to upkeep buildings. Could Churches be looked at?</p> <p>ET – No closer to finding new burial land. Approached Lydney Park Estate, but with no luck. Supporting wellbeing and grief with Letters to Heaven Box.</p> <p>PJ – Regeneration – no working budget, but using EMR. This will be addressed in March. Need plan strategically with other purposed projects. Interchange project – refurb on Lydney bus station and Hams Road area. Platform 1 – pennants to go on lamp posts around the town. Feedback given that LTC's floral displays are the best in the Forest and are a benchmark for other towns.</p>
8.	<b><u>CORRESPONDENCE</u></b>
	<p>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. It was proposed (CH) and seconded (SC) that delegated authority be given for the Chair and Deputy Clerk to put together a response.</p> <p><b>Resolved: Unanimously Approved</b></p>
19:35	<b>Cllrs Topping and McDermid left the meeting</b>
9.	<b><u>INTERNAL AUDITOR 2026 – 2027</u></b>
	<p>To consider and decide on appointing Gloucestershire Association of Parish and Town Council (GAPTC) as the Internal Auditor for 2026/27 Cllr R Holmes commented that we don't know qualifications of the people they employ. We don't know the charge for 2026/27 yet. A point was missed in the most recent internal audit. Chair proposed to defer this item until March and go back to GAPTC to enquire as to the qualifications their auditors hold and to seek costs for audit.</p> <p><b>Resolved: Unanimously Approved</b></p>
10.	<b><u>BRANDING &amp; TRACKING OF COUNCIL VEHICLES</u></b>

	<p>(a) To receive and consider a quote for the branding of council vehicles It was proposed (SC) and seconded (CE) to approve the quote from Essential GFX to brand the two council trucks up to a value of £400. <b>Resolved: Unanimously Approved</b></p> <p>(b) To receive costs and consider installing vehicle trackers Following discussion, Chair proposed/it was proposed (SHo) and seconded (SHi) to approve installing Tracker Option 1 on all 3 vehicles. Insurance will improve next year. <b>Resolved: Unanimously Approved</b></p>
11.	<b><u>ACCESS &amp; ACTIVE TRAVEL MAP</u></b>
	<p>(a) To note the draft Access and Active Travel Map Noted Funding could also be used for lighting around the lake – this would have to be sensitive to wildlife and proximity to people’s homes.</p> <p>(b) To receive and approve a proposed funding application made by Forest of Dean District Council in support of developing Active Routes within Lydney Chair proposed to delegate to Cllrs Saunders and Harris and an officer to seek further clarity and approve as necessary. <b>Resolved: Unanimously Approved</b></p>
12.	<b><u>CEMETERY RULES – UPDATE</u></b>
	<p>To consider and approve update to number 13 of the Cemetery Rules</p> <p>It was noted that this item was re-visited within six months of the original decision following the receipt of written requests from six councillors to call-in the motion, in accordance with Standing Order 7 (Previous Resolutions).</p> <p>It was proposed (ET) and seconded (JG) to approve adding “Top of headstones can only be etched and non-colour” within Cemetery Rule 13 <b>Resolved: Unanimously Approved</b></p> <p><b>NB: To inform funeral directors and stone masons</b></p>
13.	<b><u>FREE PARKING DAYS 2026</u></b>
	<p>To decide and agree on the 6 free parking days for Lydney for 2026 Following discussion, it was proposed (CH) and seconded (SHo) to approve the following free parking days for 2026:</p> <ul style="list-style-type: none"> <li>• Summer Community Event Saturday 25th July 2026</li> <li>• Saturday 28<sup>th</sup> November</li> <li>• Saturday 5<sup>th</sup> December</li> <li>• Saturday 12<sup>th</sup> December</li> <li>• Friday 18<sup>th</sup> December</li> <li>• Saturday 19<sup>th</sup> December</li> </ul> <p><b>Resolved: Unanimously Approved</b></p>
14.	<b><u>FLAG DAYS</u></b>
	To consider and approve flag days for 2026

	<p>It was proposed (RH) and seconded (SC) to approve the 2026 Flag Days in accordance with the government website: <a href="https://www.gov.uk/guidance/designated-days-for-union-flag-flying">https://www.gov.uk/guidance/designated-days-for-union-flag-flying</a></p> <p><b>Resolved: Unanimously Approved</b></p>
15.	<p><b><u>STRATEGIC HOUSING &amp; ECONOMIC LAND AVAILABILITY ASSESSMENT (SHELAA)</u></b></p> <p>To receive communication from Forest of Dean District Council (FoDDC) concerning their SHELAA and agree any future actions.  Received and noted  No further actions</p>
16.	<p><b><u>TOWN OF CULTURE 2028</u></b></p> <p>To receive a summary on Town of Culture 2028 and to consider expressing an interest in joining the competition.  Following discussion, it was proposed (CE) and seconded (ET) to not express an interest in joining the Town of Culture 2028 competition, but to support any of the other Forest Towns that go for it.  <b>Resolved: Unanimously Approved</b></p>
17.	<p><b><u>DATE AND VENUE OF NEXT MEETING</u></b></p> <p>Full Council – Monday 9<sup>th</sup> March 2026, 7pm, in the Council Chamber, Claremont House, High Street. Lydney</p>

Meeting closed at 8.25pm

