



**DRAFT - MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MEETING OF THE COUNCIL MONDAY 15TH JUNE MAY 2026**

Start 7.01pm

Present: Cllr T Saunders (Chair)
Cllr S Cave
Cllr J Gregory
Cllr C Harris
Cllr S Holmes
Cllr M Jones
Cllr P Johns
Cllr T Lindsay
Cllr G Phelps
Cllr E Taylor

Absent: Cllr C Evans

In attendance: L Bendall (Acting Clerk/RFO and Minute Taker)
L Gay Senior Administrator

Members of the Public: 9 members of the public

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

Open Forum

Mayors Cadet Award

Cllr Saunders presented the Sea Cadet, RAF Cadet and Army Cadet with the Mayor's Cadet Badge and Certificate.

The nominated Cadets were:

Sea Cadet – Able Cadet Orion Hathaway

Army Cadet – Lance Corporal Darcey Anderson

Royal Air Force 614 Squadron Cadet – Sgt Ruby Jessop

The Cadets will be invited to accompany the mayor at up-and-coming civic events over the year. Council extends their congratulations to the cadets on their achievements.

1.	<u>APOLOGIES</u>
	Apologies were received and noted from Cllrs S Hillier, R Holmes and H Hutchison.
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. No declarations of interests were declared

3.	<u>MINUTES</u>
	To consider approving as a correct record the Minutes of the Town Council meeting held on Monday 11 th May 2026. It was proposed (CH) and seconded (JG) for the Town Council minutes held on Monday 11 th May 2026 be accepted as read and correct. Resolved: Majority Approved
4.	<u>REPORTS</u>
	To receive <i>urgent</i> reports from Members of the Town, District and County Councils
	<u>County Council Reports</u> No report received
	<u>District Council Reports</u> No report received
	<u>Town Council Reports</u> No urgent reports received
5.	<u>FINANCIAL MATTERS / RFO REPORT</u>
5.1	Payments (i) To consider and approve accounts for payment as detailed by the RFO Chair proposed to approve payments totalling £6,747.19 be approved. Resolved: Unanimously Approved A query was raised regarding the account held with Light Fantastic and whether a loyalty discount was applied. It was confirmed that no loyalty discount was offered; however, the Council holds a trade account which provides some preferential rates. A further query was raised in relation to the recent invoice for £720.00 payable to Place Studios. It was confirmed that this related to work undertaken on an addendum to the Neighbourhood Development Plan (NDP) following recent legislative changes associated with Regulation 16.
5.2	Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations and Cashbook Statements for 31.05.2026 To receive and approve the above financial reports Chair proposed to approve the Income and Expenditure Reports, Earmarked Reserves, Bank Reconciliations and Cashbook Statements for 31.05.2026 Resolved: Unanimously Approved A query was raised regarding expenditure of £600 with EMR Regeneration. It was confirmed that this related to Neighbourhood Development Plan (NDP) work.
5.3	Direct Debit Card Report To note the Direct Debit card report for May 2026 Noted
5.4	Annual Accounts 1st April 2025 – 31st March 2026 To receive and approve the Annual Accounts for financial period 2025-2026 Chair proposed to approve the Annual Accounts for the financial year ended 31 st March 2026. Resolved: Unanimously Approved

5.5

GALC Internal Audit Report 2025/2026

To receive and note the Annual Internal Audit Report for the financial year ended 31st March 2026 and consider any recommendations or actions arising.

The Annual Internal Audit report for the financial year ended 31st March 2026 was received with the following recommendations noted:

Auditor Recommendations	Council Comments
Reviewing Standing Orders (SO's 14 and 18)	Actioned Already - Standing Orders updated in May 2026
Calculation of the Precept to be shown in the minutes	To be implemented when agreeing the 2027/28 precept
Approved Annual Accounts on Website	Office to upload
Ensure all Employment Rights are covered	Council has comprehensive Staffing Handbook and follows the 'Green Book' Contract with an external Employment company
Internal Audit – list any recommendations	Actioned and implemented
Some older documents do not meet Accessibility Criteria – addressed in Accessibility Statement – recommend adding a disclaimer	Office to add disclaimer onto website
Move the Asset Register to a more prominent position on the website	Office to review and move to sit in Policies section
Record in minutes any defects and actions from Inspection Reports	Amenities Committee to review RoSPA reports and action plan will be recorded
Add list of Contracts over £5,000 in minutes (available on website)	Actioned and Implemented - Contracts held over £5,000 attached as an appendix to May meeting

It was proposed (CH) and seconded (GP) to approve the Internal Audit Report for 2025/2026.

Resolved: Unanimously Approved

5.6

Annual Governance and Accountability Return (AGAR) 2025/26

5.6 a) To consider and approve Section 1 - Annual Governance Statement 2025/26 of the AGAR.

Chair proposed to approve section 1 Annual Governance Statement of the 2025/26 AGAR.

Resolved: Unanimously Approved

Chair signed Section 1 of the approved AGAR

5.6 b) To consider and approve Section 2 - Accounting Statements 2025/26 of the Annual Governance and Accountability Return.

It was proposed (CH) and seconded (JG) to approve section 2 Accounting Statements of the 2025/26 AGAR.

Resolved: Unanimously Approved

Chair signed Section 2 of the approved AGAR

5.7	<p>5.6 c) To receive and approve the supporting documents for the AGAR submission, including the bank reconciliation, explanation of variances and any other required supporting statements. Chair proposed to approve the supporting documents of the AGAR submission, including explanation of variances and end of year bank reconciliation. Resolved: Unanimously Approved</p> <p>5.6 d) To approve the dates for the Exercise of Public Rights from Wednesday 17th June 2026 to Tuesday 28th July 2026 inclusive and authorise publication of the required notice and AGAR documents. Chair proposed to approve the dates for the Exercise of Public Rights from Wednesday 17th June 2026 to Tuesday 28th July 2026 inclusive and to authorise publication of the required notice and AGAR documents. Resolved: Unanimously Approved</p> <p>Electronic Payment for VAT To consider and decide on the electronic Vat Transfer to Bathurst Park & Recreation Trust & Lydney Recreation Trust Chair proposed to approve electronic VAT transfers of £5,789.14 to Bathurst Park and £3,032.56 to Lydney Recreation Trusts Resolved: Unanimously Approved</p>
6.	<u>TOWN CLERK'S REPORT</u>
	<p>To receive and note the Town Clerk's report. Received and noted It was noted that the Forest of Dean District Council (FoDDC) had paused the Biosphere Status application for six months to allow for full public consultation. It was further noted that the application submission deadline is the end of September.</p>
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>
	<p>Cllr Gregory provided an update following the recent Finance & Scrutiny Committee meeting. Council was advised that a grant of £500 had been awarded to the Freeminer Explorer Scouts. It was noted that the way in which grants are advertised requires review.</p> <p>Cllr Johns provided an update on the Neighbourhood Development Plan (NDP), which continues to progress well.</p> <p>Cllr Johns reported that she had attended a meeting with a local consultant who is seeking to work collaboratively with the Council and other organisations to develop a Lydney Gateway Plan. It is hoped that, once the NDP has been adopted, the Council will be able to work with the consultant on this initiative.</p> <p>Cllr Saunders provided an update on recruitment for the vacancy within the Grounds Team. Second interviews are scheduled to take place during the coming week.</p>

	<p>Cllr Saunders and the Acting Clerk are due to meet with FoDDC Officer, Jackie Wright, to discuss the development of the Market Town Officer position.</p> <p>It was reported that the newly appointed Clerk will commence employment on 29th June 2026. An induction programme has been devised, and an informal meeting with all councillors will be arranged.</p> <p>Cllr Saunders provided an update on the redevelopment of the former Co-op building and advised that arrangements were being made for a meeting with Assura, GDoc and other interested parties to progress the development of the new doctors' surgery.</p>
8.	<u>CORRESPONDENCE</u>
8.1	<p>To note correspondence received and answered and to agree responses, as appropriate</p> <p>To receive and note the Leisure and Active Wellbeing Newsletter</p> <p>Received and noted</p> <p>It was noted that there was no content within the newsletter promoting activities taking place in Lydney. Cllr S. Holmes agreed to contact FoDDC, who produce the newsletter, to raise this matter.</p>
9.	<u>APPOINTMENT OF MEMBERS TO COMMITTEES AND EXTERNAL ORGANISATIONS</u>
	<p>To appoint members of the Council to committees and external organisations. The committee members and external organisations were reviewed.</p> <p>It was proposed (GP) and seconded (ET) to approve that Cllr Phelps join the Planning & Highways Committee.</p> <p>Resolved: Unanimously Approved</p> <p>No other changes to committees or organisations were identified; full list of members of committees and external organisations is shown in Appendix 1.</p>
10.	<u>INSURANCE RENEWAL</u>
10.1	<p>To receive and note the insurance renewal for Lydney Town Council including fleet insurance and Cyber Security; the council has reviewed and updated the policies and found they are fit for purpose and cover all insurable risks.</p> <p>Received and noted</p>
10.2	<p>To consider entering into Aviva's 3-year rate stability agreement.</p> <p>Following discussion, it was proposed (CH) and second (GP) to approve to enter into Aviva's 3-year rate stability agreement.</p> <p>Resolved: Majority Approved</p> <p>It was agreed that the Office would provide a breakdown of insurance premiums paid over the previous three years for reference.</p>
11.	<u>LYDNEY SKATEPARK</u>
	<p>To consider a request from Lydney Recreation Trust for a donation, amount to be agreed, towards the development of a new skatepark</p> <p>Following discussion, it was proposed (SC) and seconded (PJ) to ring-fence a donation of £30,000 from General Reserves/Regeneration towards the development of a new skatepark subject to the remaining funds being secured.</p>

12.	<u>LYDNEY NEIGHBOURHOOD DEVELOPMENT PLAN 2 (NDP)</u>
	To receive and note the responses submitted to Examiner's Clarification Questions regarding Lydney's NDP Received and noted; it is hoped that the NDP will be ratified by FoDDC in September.
13.	<u>GLOUCESTERSHIRE ASSOCIATION OF LOCAL COUNCIL (GALC) CALL FOR MOTIONS</u>
	To consider and decide on submitting a Motion for debate at the GALC AGM, to be held on Saturday 26 th September 2026 The Chair advised that no motions for debate had been identified. Resolved: Unanimously Resolved
14.	<u>DATE AND VENUE OF NEXT MEETING</u>
	<ul style="list-style-type: none"> • Full Council – Monday 13th July 2026, 7pm, in the Council Chamber, Claremont House, High Street. Lydney • Lydney Community Health & Wellbeing Connections Event – Wednesday 24th June at Lydney Community Centre 12.30pm to 3.30pm Cllrs S Holmes & Lindsay will attend this event; leaflets are being printed and an information board will be displayed.

Meeting closed at 8.31pm

APPENDIX 1 – AGENDA ITEM 9**APPOINTMENT OF MEMBERS TO EXTERNAL ORGANISATIONS**

Lydney Flood Defence	Mayor, Deputy Mayor, Chairman of Planning and Highways Committee and Cllrs P Johns, S Hillier, J Gregory, M Jones, T Lindsay and C Evans
Climate Change/Air Quality	Cllr S Cave
Health and Social Care & Dementia Lead	Cllr S Hillier
Youth & Education/Youth Liaison and Lydney Youth Hub	Cllrs S Cave, E Taylor and H Hutchison
Lydney Town Hall Trust Management Committee	Cllrs T Saunders & T Lindsay
Lydney & District Twinning Association	Cllr C Harris
Adverse Weather Warden(s)	Cllrs C Harris, E Taylor, T Saunders, S Holmes, R Holmes, C Evans, S Hillier and J Gregory
Nuclear Electric	Cllr S Cave
Rural Sounding Board of Parish Council Representatives	Cllr T Saunders
Forest of Dean Sea Cadets	Cllr T Saunders Mayor
Royal British Legion	Cllrs T Saunders and C Harris Mayor
Forest of Dean Gateway	Cllrs H Hutchison, R Holmes, T Saunders, S Cave and C Harris
Forest of Dean Health Forum (2)	Cllrs T Saunders, S Holmes, R Holmes and S Hillier
Road Safety Liaison Committee	Cllr C Harris Chair of Planning and Highway Committee
New Zealand and Overseas Trust	Cllr E Taylor
Rail/Transport Matters (3)	Cllrs R Holmes, S Holmes and S Hillier
Councillor Advocacy Scheme (linked to Office of the Police & Crime Commissioner)	Cllrs R Holmes, T Saunders, C Harris and J Gregory
Gloucestershire Association of Local Councils (GALC)	Cllr T Saunders Mayor
Gloucestershire Market Towns Forum	Cllr T Saunders Mayor
Lydney Grammar School	Cllr C Harris
Yorkley Court Farm Community Fund (2)	Cllrs C Harris and T Saunders
FoDDC Armed Forces Support Network	Cllrs C Harris and C Evans
Citizens Advice Bureau	Cllrs S Hillier

APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRS

Finance and Scrutiny	Chair: Cllr R Holmes	Vice Chair: Cllr J Gregory	Cllrs: C Harris, M Jones, P Johns, H Hutchison, S Holmes and T Saunders
Personnel Committee (All Committee Chairs)	Chair: Cllr R Holmes Deputy Mayor	Vice Chair: Cllr T Saunders Mayor	Cllrs: C Harris, E Taylor, P Johns and T Lindsay
Planning and Highway	Chair: Cllr C Harris	Vice Chair: Cllr P Johns	Cllrs: T Saunders, E Taylor, S Hillier, H Hutchison, J Gregory and G Phelps
Amenities	Chair: Cllr T Lindsay	Vice Chair: Cllr T Saunders	Cllrs: S Holmes, C Harris, R Holmes, P Johns, M Jones, E Taylor, S Cave and C Evans
Burial	Chair: Cllr E Taylor	Vice Chair: Cllr P Johns	Cllrs: C Harris, R Holmes, T Saunders, M Jones, S Hillier, S Cave and C Evans
Regeneration Committee	Chair: Cllr P Johns	Vice Chair: Cllr S Hillier	Cllrs: C Harris, T Saunders, M Jones, S Holmes, E Taylor, J Gregory and C Evans
Lydney Recreation Trust	Chair: Trustee Saunders	Vice Chair: Trustee Cave	All Councillors will be invited to attend meetings
Bathurst Park and Recreational Trust	Chair: Trustee Saunders	Vice Chair: Trustee Lindsay	All Councillors will be invited to attend meetings
Community Asset Transfer Sub-Committee	Chair: Cllr R Holmes	Vice Chair: Cllr T Saunders	Cllrs: S Holmes, C Harris, M Jones, S Hillier, E Taylor and J Gregory
Lydney Market Sub-Committee	Chair: Cllr C Harris	Vice Chair: Cllr T Saunders	Cllrs: S Holmes, M Jones, E Taylor, T Lindsay and C Evans