



**MINUTES OF THE LYDNEY TOWN COUNCIL MEETING  
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON  
MEETING OF THE COUNCIL MONDAY 11<sup>th</sup> MAY 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 R Holmes (Vice Chair)  
Cllr S Holmes  
Cllr H Hutchison (Co-opted at 7.22pm)  
Cllr M Jones  
Cllr P Johns  
Cllr T Lindsay  
Cllr E Taylor


**Absent:** None

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

**Members of the Public:** Cllr McDermid – District Councillor and 6 members of the public

Councillor Saunders welcomed all present and gave the usual housekeeping announcements. A note of thanks was extended to all councillors for their continued support and hard work over the past 12 months.

It was reported that Cllr Holbutt had resigned from the Council. The Forest of Dean District Council Elections Team has been notified, and the Council is awaiting confirmation of the process to fill the resulting vacancy. It was also noted with appreciation that a number of residents had expressed an interest in joining the Council. Members welcomed this engagement and thanked all applicants for their interest. It was confirmed that there is currently one vacancy and five interested candidates. Those not successful on this occasion were encouraged to keep an eye out for future opportunities to serve on the Council.

1.	<b><u>ELECTION OF MAYOR/CHAIRMAN OF THE COUNCIL</u></b>
	<p>To elect a Councillor to serve as Mayor of Lydney and Chair of the Council and to receive the Mayor's Declaration of Acceptance of Office. Cllr Saunders was nominated by Cllr Harris and seconded by Cllr Cave <b>Resolved: Unanimously Approved</b> <b>Cllr Saunders duly signed the Mayor's Declaration of Acceptance of Office</b></p> <p>Cllr Saunders thanked councillors for the nomination and re-election.</p>
	

2.	<p><b><u>ELECTION OF DEPUTY MAYOR</u></b></p> <p>To elect a Councillor to serve as Deputy Mayor and to receive the Deputy Mayor's Declaration of Acceptance of Office.  Cllr R Holmes was nominated as Deputy Mayor by Cllr Saunders and seconded by Cllr Harris  <b>Resolved: Unanimously Approved</b></p> <p><b>Cllr R Holmes duly signed the Deputy Mayor's Declaration of Acceptance of Office</b></p>
3.	<p><b><u>CO-OPTION ONTO LYDNEY TOWN COUNCIL</u></b></p> <p>To review and consider appointment of Co-option Councillors onto Lydney Town Council</p> <p>Members noted that there is one vacancy on the Council and that five applications had been received. All applicants were in attendance at the meeting and each gave a brief verbal presentation outlining their reasons for wishing to become a Councillor.</p> <p>A ballot vote was subsequently held, with votes counted by the Acting Clerk and verified by the Senior Administrator. Following the ballot, Hayley Hutchison received the highest number of votes and was duly co-opted to the Council.</p> <p>Cllr Hutchison (East Ward) was co-opted onto the Council. The Acting Clerk witnessed the signing of the Declaration of Acceptance of Office, and Cllr Hutchison joined the meeting at 7.22pm.</p> <p>The Acting Clerk provided a welcome pack to Cllr Hutchison, including a Declaration of Interest form, which must be completed and returned to the Forest of Dean District Council (FoDDC) within 28 days of taking office.</p>
4.	<p><b><u>APOLOGIES</u></b></p> <p>Apologies were received and noted from Cllr G Phelps.</p>
5.	<p><b><u>DECLARATION OF INTERESTS</u></b></p> <p>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.  <b>No declarations of interests were declared</b></p>
6.	<p><b><u>GENERAL POWER OF COMPETENCE</u></b></p> <p>To note that, following the first relevant annual meeting after the ordinary elections, Lydney Town Council satisfied the prescribed conditions required to exercise the General Power of Competence, in accordance with Section 8(2) of the Localism Act 2011 and the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, namely that the Clerk holds the relevant qualification and that at least two-thirds of the Council's members were elected. The Council continues to satisfy those prescribed conditions and is therefore entitled to exercise the General Power of Competence.  Noted</p>

7.	<p><b><u>OPEN FORUM</u></b></p> <p>A period not exceeding fifteen minutes for members of the public to make statements and ask questions of the Council.</p> <p>(i) Each person will be allowed no more than three minutes plus a brief follow-up to any answers given by the Council.</p> <p>(ii) Questions may be answered but not debated by the Council.</p> <p>(iii) Any issues which the Council deem require consideration will be referred to the appropriate committee or deferred to the clerk for a response.</p> <p>No items raised</p>
8.	<p><b><u>MINUTES</u></b></p> <p>To consider approving as a correct record the Minutes of the Town Council meeting held on Monday 13<sup>th</sup> April 2026.</p> <p>Chair proposed for the Town Council minutes held on Monday 13<sup>th</sup> April 2026 be accepted as read and correct.</p> <p><b>Resolved: Majority Approved</b></p>
9.	<p><b><u>REPORTS</u></b></p> <p>To receive <i>urgent</i> reports from Members of the Town, District and County Councils</p> <p><u>County Council Reports</u> No report received</p> <p><u>District Council Reports</u> A written report was received from Cllr Preest and in summary:</p> <ul style="list-style-type: none"> <li>• Positive feedback from residents that FoDDC have been more proactive with grass cutting than in previous years, especially in the Roman Park estate.</li> <li>• Dean Forest Gateway planning application has been further delayed, West Dean Parish called for the planning application to be deferred on 6<sup>th</sup> May due to unforeseen circumstances</li> <li>• FoDDC Armed Forces Hub relocates to Cinderford Rugby Club from May; the next meeting being held on Wednesday 13<sup>th</sup> May 12pm to 3pm.</li> <li>• Cllr Preest has a number of upcoming meetings, including one with MP, Matt Bishop, to discuss local issues and CEO of FoDDC, Nigel Brinn. Cllr Preest requested for any other local issues to be passed onto him for discussion.</li> </ul> <p>Cllr McDermid advised Council that, following a request, he has called for the planning application relating to 83 Primrose Hill to be brought to Committee for consideration and is awaiting a response to this request. Active Travel Route development work is imminent.</p> <p><u>Town Council Reports</u> No urgent reports received</p>
10.	<p><b><u>FINANCIAL MATTERS / RFO REPORT</u></b></p>
10.1	<p><b>Payments</b></p> <p>(i) To consider and approve accounts for payment as detailed by the RFO Chair proposed to approve payments totalling £5305.09 be approved.</p> <p><b>Resolved: Majority Approved</b></p>

A query was raised regarding an invoice for a replacement fuel cap. Members were advised that the original fuel cap had unfortunately been left on the mower and was subsequently damaged during use.

It was proposed (SC) and seconded (SHi) for additional invoices totalling £692.44 be approved for payment.

**Resolved: Majority Approved**

(ii) To consider and approve the electronic transfer of donations to Bathurst Park & Recreation Trust and Lydney Recreation Trust, following receipt of the first instalment of the precept.

Chair proposed that electronic payments be approved as follows:

- £29,761.00 to Bathurst Park & Recreation Trust
- £11,764.00 to Lydney Recreation Trust

in respect of the first instalment of the annual donation.

**Resolved: Majority Approved**

**10.2 Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations and Cashbook Statements for 31.05.2026**

To receive and approve the above financial reports

It was proposed (CH) and seconded (JG) to approve the Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations and Cashbook Statements for 31.05.2026

**Resolved: Majority Approved**

**10.3 Direct Debit Card Report**

To note the Direct Debit card report for April 2026

Noted

**10.4 Councillor In-house Internal Audit**

To consider and approve the dates and councillors undertaking the internal audit for financial year 2026/2027.

<b>Audit Period:</b>	<b>Audit Date:</b>	<b>Councillors:</b>
<b>April – June</b>	Wednesday 15 <sup>th</sup> July 2026 start 15:00 hrs	Cllrs P Johns, J Gregory and E Taylor
<b>July – September</b>	Wednesday 14 <sup>th</sup> October 2026 start: 17:30 hrs	Cllrs M Jones, C Evans and S Hillier
<b>October – December</b>	Wednesday 13 <sup>th</sup> January 2027 start: 15:00 hrs	Cllrs C Harris, S Cave and R Holmes
<b>January – March</b>	Wednesday 14 <sup>th</sup> April 2027 start: 17:30 hrs	Cllrs H Hutchison, S Holmes and T Lindsay

Cllr Saunders will cover any audits should a councillor be unable to attend.

Chair proposed the above dates and councillors undertake the internal audits for 2026/2027 be approved.

**Resolved: Unanimously Approved**

**10.5 Quarterly Councillor Internal Audit Report**

To note Internal Audit Report held Wednesday 15<sup>th</sup> April 2026, covering Periods January, February & March 2026

Cllrs Gregory, Hillier and Lindsay undertook the audit and apart from a small number of invoices missing a second initial no other issues or concerns were raised.

Noted

Cllrs thanked the Finance Assistant for their hard work.

10.6	<p><b>Ear Marked Reserves (EMRs) Replenishment – Play Area and Cemetery</b>  To receive a report regarding the previously resolved replenishment of EMRs 322 (Play Area – General) and 324 (Cemetery), note that this was not actioned within the 2025/2026 budget due to insufficient provision, and to consider any further action. Following discussion, it was proposed (SHo) and seconded (CH) to replenish the EMRs 322 (Play Area – General) £12,800 and 324 (Cemetery) £7,000 using funds from the General Reserves.  <b>Resolved: Unanimously Approved</b></p>
11.	<p><b><u>ADOPTION OF FORMAL DOCUMENTATION</u></b></p>
	<p>To adopt the following key governance documents:</p> <p>Documents were fully reviewed with identified amendments being highlighted by the Acting Clerk.</p> <p>11.1 Standing Orders  Chair proposed to approve and re-adopt Standing Orders  <b>Resolved: Unanimously Approved</b></p> <p>11.2 Financial Regulations  Chair proposed to approve and re-adopt Financial Regulations  <b>Resolved: Unanimously Approved</b></p> <p>11.3 Code of Conduct  Chair proposed to approve and re-adopt Code of Conduct  <b>Resolved: Unanimously Approved</b></p> <p>11.4 Scheme of Delegation  Chair proposed to approve and re-adopt Scheme of Delegation  <b>Resolved: Unanimously Approved</b></p>
12.	<p><b><u>REMIT OF COMMITTEES</u></b></p>
	<p>To consider and approve the Remit (Terms of Reference) for the Council’s Committees, Sub-Committees and Working Groups  It was proposed (RH) and seconded (ET) that consideration of the Remit of Committees be deferred until the June meeting to enable the Personnel Committee to review the matter and bring forward any recommendations.  <b>Resolved: Majority approved to defer this agenda item to the June meeting</b></p>
13.	<p><b><u>APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRS AND VICE-CHAIRS</u></b></p>
13.1	<p>To appoint members of the Council to the Committees below.  (Note: It has been suggested that all members ‘stand on’ i.e. continue their committee memberships for continuity).</p>
13.2	<p>To appoint a member from each Committee to serve as Chair and Vice Chair to the Committees below.</p>

Finance & Scrutiny (including Mayor as ex officio)

Cllrs R Holmes, C Harris, S Holmes, P Johns, T Saunders, M Jones, J Gregory and H Hutchison

Chair Cllr R Holmes

Vice Chair Cllr J Gregory

**Resolved: Unanimously Approved**

Planning and Highway (including Mayor as ex officio)

Cllrs C Harris, S Hillier, P Johns, T Saunders, E Taylor, H Hutchison and J Gregory

Chair Cllr Harris

Vice Chair Johns

**Resolved: Unanimously Approved**

Amenities (including Mayor as ex officio)

Cllrs S Holmes, T Saunders, C Harris, R Holmes, P Johns, T Lindsay, M Jones, S Cave, C Evans and E Taylor

Chair Cllr Lindsay

Vice Chair Cllr Saunders

**Resolved: Unanimously Approved**

Burial (including Mayor as ex-officio)

Cllrs E Taylor, C Harris, S Hillier, R Holmes, T Saunders, P Johns, M Jones, S Cave and C Evans

Chair Cllr Taylor

Vice Chair Johns

**Resolved: Unanimously Approved**

Regeneration Committee

Cllrs C Harris, S Hillier, T Saunders, E Taylor, P Johns, M Jones, S Holmes, J Gregory and C Evans

Chair Cllr Johns

Vice Chair Cllr Hillier

**Resolved: Unanimously Approved**

Lydney Recreation Trust

All Trustees will be invited to attend meetings.

Chair: Trustee Saunders

Vice Chair Trustee Cave

**Resolved: Unanimously Approved**

Bathurst Park and Recreation Trust

All Trustees will be invited to attend meetings.

Chair Trustee Saunders

Vice Chair Trustee Lindsay

**Resolved: Unanimously Approved**

Personnel Committee (members as per Remit of Committees)

Cllrs R Holmes, T Saunders, P Johns, E Taylor, C Harris and T Lindsay

Chair Cllr R Holmes

Vice Chair Cllr T Saunders

	<p><u>Community Asset Transfer Sub-Committee</u>  Cllrs T Saunders, R Holmes, S Holmes, C Harris, M Jones, S Hillier, E Taylor and J Gregory  Chair Cllr R Holmes  Vice Chair Cllr Saunders  <b>Resolved: Unanimously Approved</b></p> <p><u>Lydney Market Sub-Committee</u>  Cllrs C Harris, T Saunders, S Holmes, M Jones, E Taylor, T Lindsay and C Evans  Chair Cllr Harris  Vice Chair Cllr Saunders  <b>Resolved: Unanimously Approved</b></p>
14.	<p><b><u>APPOINTMENT OF MEMBERS TO EXTERNAL ORGANISATIONS</u></b>  To appoint members of the Council to various external organisations.  Chair proposed members appointed to external organisations as detailed in Appendix 1 be approved.  <b>Resolved: Unanimously Approved</b></p>
	<p><i>It was noted that the meeting was suspended at 8.47pm and reconvened at 8.55pm for the purpose of a comfort break.</i></p>
15.	<p><b><u>POLICIES</u></b>  To review and (re-)adopt the following documents:  (i) Asset Register (approved 13.04.2026)  (ii) List of Bank Signatories  (iii) List of Direct Debits and Standing Order  (iv) List of Subscriptions  (v) Insurance Policies – the council continuously reviews the policies and cover to ensure they remain fit for purpose  (vi) List of Council Contracts over £5,000 per Transparency Act (listed at end of meeting minutes)  (vii) Town Council Risk Management  (viii) Risk Management - Fraud and Corruption Policy &amp; Guidance  (ix) Scheme of Delegation – <i>to note that this policy was already re-adopted in Agenda Item 11.4</i>  (x) Publication Scheme</p> <p>Chair proposed Agenda Items 14(i) to 14 (viii) and 14(x) be approved for re-adoption en-bloc subject to Cllr Cave be recognised as a bank signatory and Zoom subscription being removed from the list  <b>Resolved: Unanimously Approved</b></p> <p><u>Notes</u>  Other Council Policy documents will be reviewed later in the year, alongside the Strategic Plan.</p> <p>The Acting Clerk was thanked for their work on reviewing and updating all the governance documents and policies.</p>

16.	<b><u>MUNICIPAL/CIVIC YEAR DIARY DATES 2026-2027</u></b>
	<p>To note the Lydney Town Council, Bathurst Park and Recreation Trust and Lydney Recreation Trust meeting dates for May 2026 until April 2027. To note for June only, the council meeting has been moved to 15<sup>th</sup> June 2026 Noted</p> <p>A query was raised by Cllr Hutchison on how to give apologies if unable to attend any future meetings, it was confirmed for councillors to give apologies directly to the clerk A request for some printed copies of meeting dates be made available – office to arrange.</p>
17.	<b><u>TOWN CLERK'S REPORT</u></b>
	<p>To receive and note the Town Clerk's report. Received and noted</p>
18.	<b><u>CORRESPONDENCE</u></b>
18.1	<p>To note correspondence received and answered and to agree responses, as appropriate</p> <p>To receive correspondence from a resident relating to anti-social behaviour at Fallers Field Play Area and determine an appropriate response and/or action. Following discussion, it was agreed that ownership of Fallers Field should be investigated further. Cllr Harris confirmed that she would undertake this investigation. It was also agreed that a response be provided to the resident encouraging continued reporting of incidents, including the use of any available doorbell footage, and that the matter will be raised at the June Police Partnership Meeting.</p>
19.	<b><u>FOREST OF DEAN DISTRICT COUNCIL ASSETS</u></b>
	<p>To review the current assets owned by Forest of Dean District Council within Lydney, and to consider whether the Town Council wishes to express an interest in the potential transfer of any of these assets.</p> <p>Cllrs Johns, Gregory, R Holmes, Lindsay and the Acting Clerk attended a recent Devolution and Local Government Reorganisation meeting, at which it was apparent that there was currently no clear indication as to what changes may take place.</p> <p>Following review, it was proposed (RH) and seconded (TL) that an initial expression of interest be submitted in relation to all current FoDDC assets within Lydney, with a request for further information to be provided before any final decisions are made. <b>Resolved: Unanimously Approved</b></p> <p>It was noted that, following receipt of an expression of interest, further discussions and details would be sought from FoDDC before any final commitment or decision is made.</p>
20.	<b><u>APPOINTMENT OF INTERNAL AUDITOR FOR 2026 – 2027</u></b>
	<p>To consider the information provided and to determine the appointment of an Internal Auditor for the 2026/2027 financial year. The options were reviewed and discussed. It was proposed and seconded that Bridget Bowen, having been assessed as independent and competent, be appointed as Internal Auditor for a three-year term covering the financial years 2026/2027, 2027/2028 and 2028/2029. <b>Resolved: Unanimously Approved</b></p>

21.	<b><u>MOTION TO EXCLUDE THE PUBLIC AND PRESS</u></b>
	To resolve to continue in 'Closed Session' under the provisions of The Public Bodies (Admissions to Meetings) Act 1960 as the following business to be discussed is considered to be of a confidential nature Chair proposed to continue into a closed session be approved. <b>Resolved: Unanimously Approved</b>
	<b><u>CLOSED SESSION</u></b>
22	<b><u>STAFF MATTERS</u></b>
22.1	To receive an update on the recruitment of the Head Grounds Person position. An update was given to confirm that the newly appointed Head Grounds Person was Pete Edwards.
22.2	To receive and consider a recommendation from the Personnel Committee regarding the appointment of a Town Clerk/RFO. The recommendations of the Personnel Committee were discussed. Chair proposed that the recommended candidate be approved. <b>Resolved: Unanimously Approved</b>  It was noted that, following confirmation of the appointment, a press release would be issued advising of the newly appointed Clerk/RFO.
23.	<b><u>DATE AND VENUE OF NEXT MEETING</u></b>
	Full Council – Monday 15 <sup>th</sup> June 2025, 7pm in the Council Chamber, Claremont House, High Street. Lydney

Meeting closed at 9.49pm



**APPENDIX 1 – AGENDA ITEM 14****APPOINTMENT OF MEMBERS TO EXTERNAL ORGANISATIONS**

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

## APPOINTMENT OF MEMBERS TO COMMITTEES AND ELECTION OF CHAIRS

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

### CONTRACTS OVER £5,000

Title of Contract	Goods/Services Provided	Supplier Name	Annual Value of contract for 2026/27	Start Date	End Date	Invitation to quote or published tender
Grass-cutting	Grass-cutting	Complete Landscapes	£6,480.00	01/04/25	31/03/29	Published
Litter-collection	Litter-collection	Forest Equipment Services Lydney	£16,437.00	01/04/25	31/03/29	Published