

CHEPSTOW TOWN COUNCIL
The Gatehouse, High Street, Chepstow NP16 5LH
Tel. 01291 626370 Email admin@chepstow.co.uk

22nd October 2021

Dear Councillor

You are hereby summoned to attend the **Ordinary Meeting** of Chepstow Town Council to be held via Zoom remote meetings <https://zoom.us/j/7344109571> on **Wednesday, 27th October 2021 at 7.00pm**, for the purpose of transacting the following business.

Yours faithfully,



Lucy Allen
TOWN CLERK

Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct.

AGENDA

96. Declarations of Interest in Items on the Agenda

[Declarations of Interest form](#) attached for completion and return to the office. Interests may also be declared at any point in the meeting if the need arises.

97. To Suspend Standing Orders

a) Public Open Forum (15 minutes at the discretion of the Mayor)

Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The Chair may direct that a written or oral response be given.

b) Primary Health Care

To welcome Dr Annabelle Holtam, South Monmouthshire Neighbourhood Care Network (NCN) Cluster Lead to discuss the issues around healthcare services in Chepstow and the discussions held to date with regards to working towards increasing the current provision

c) Place Plan Update

To welcome Jane Lee, Project Manager Regeneration & Placemaking, Monmouthshire County Council to update on the Place Plan.

98. Minutes

- i) To approve the [minutes of the Extraordinary Meeting of Full Council held on 15th September 2021](#).
- ii) To approve the [minutes of the Ordinary Meeting of Full Council held on 22nd September 2021](#).

99. Matters Arising

To receive the [Clerk's Update](#) on progress of resolutions, *for information only*.

100. Committees

a) Planning and Administration Committee

- i) To receive the [minutes of the Planning and Administration Committee meeting held on 22nd September 2021](#).

- ii) To receive the [draft minutes of the Planning and Administration Committee meeting held on 13th October 2021](#).

b) Personnel Committee

- i) To receive the [draft minutes of the Personnel Committee meeting held on 13th October 2021](#).
- ii) To receive an update from the Chair of the Personnel Committee on the recruitment of the Community Projects Officer and, if appropriate, to ratify the decision made by the interview panel of the Personnel Committee.

c) Drill Hall Management Committee / Drill Hall Community Asset Transfer Working Group

- i) To receive and consider the [minutes of the Drill Hall Management Committee meeting held on 11th October 2021](#).
- ii) To receive the [notes of Drill Hall Community Asset Transfer Working Group held on 6th October 2021](#).

d) Working Party Updates

To receive updates and consider any recommendations/next steps from:

- i) Place Plan
- ii) [Communications and Public Participation](#)
- iii) Shopmobility/Disability – awaiting further meeting with Members and Shopmobility Abergavenny
- iv) [Primary Health Care](#)

101. Monmouthshire County Council (MCC)

- i) **Business Resilience Forum** – To receive an update on the Business Resilience Forum including the status of the High Street and Bulwark shopping areas (*oral report*)
- ii) To consider any actions in regards [MCC's response to Council's request for 2 hours' free car parking in Chepstow](#)
- iii) To receive [Chepstow Town Centre update](#) and consider endorsing the document with TC Logo.
- iv) To consider any actions in regards to the [Briefing Note on Chepstow Town Masterplan](#).
- v) To receive the [Active Travel update](#).
- vi) To note [approval of planning permission for the installation of the Kiosks in Cormeilles Square](#) and to consider the next steps once all the conditions have been met.

102. Grants Funding

- i) To consider a grant application to [Together for Our Planet | The National Lottery Community Fund \(tnlcommunityfund.org.uk\)](#)
- ii) To consider a grant application to the UK-France Community Partnership Fund to support visits between French and UK partners, to rekindle and re-energise existing ties or twinning relationships ([explanatory letter attached](#))

103. Consultations

- i) **Independent Remuneration Panel for Wales (IRPW)** – To receive [covering letter](#) and the [IRPW Draft Annual Report 2022/23](#) – section 13 relates specifically to Town and Community Councils (*comments by 26.11.21*)
- ii) **Review of Polling Districts 2021** [Polling District and Polling Place Review](#) (*by 28.10.21*)
- iii) **Public Services Ombudsman for Wales (PSOW)** is seeking views on proposed changes to its current guidance [Principles of Good Administration and Good Records Management](#). It is proposing to split the Guidance into 2 separate publications; the "[Principles of Good Administration](#)" and "[Good Records Management](#)" By splitting the Guidance its aim is to provide public bodies and complainants with both clear general principles of good administrative practice and separate specific advice on good administrative practice in relation to records management. (*by 01.11.21*)

104. Finance

i) Bank Reconciliation

To confirm the [reconciliation of the Council's Bank Accounts at 30th September 2021](#).

ii) Accounts

To receive and adopt the [schedule of payments and receipts for the month of September 2021](#).

iii) Income and Expenditure

To receive the [Income and Expenditure account for the month of September 2021](#).

iv) To approve payment of Society of Local Council Clerks (SLCC) membership for the Clerk at a cost of £346 and the Deputy Clerk at a cost of £249 (*LGA 1972 s.143(i)(b)*).

iv) Community Grant Application Form (*Confidential Report emailed to Members*)

To consider community grant application from:

a) Gwent Federation of Women's Institutes (GFWI) - £75.00 (*LGA 1972 s.137*).

v) Bulwark Community Centre – request for additional funds in regards the Accessibility Improvements - £39,944 already agreed, £12,500 from 20/21 and £32,416 from 21/22 some money is earmarked to pay for the replacement of capital items, under the lease. (*LG (Misc. Prov.) Act 1976 s.19*).

vi) Chepstow Events 2022 (*Confidential Report emailed to Members*)

Following discussions at the Environment and Amenities Committee it was agreed to look ahead to Summer 2022 and ask the community if they were planning any events and to apply for funding via the grant scheme. The following grant applications have been received for consideration:

a) Chepstow Festival - £5,000

b) Chepstow Arts Festival - £5,000

vii) Internal Audit

To note that the interim audit of the Town Council's finance and governance will be undertaken remotely week commencing 1st November 2021.

105. St Mary's Priory (b/f FTC 22.09.21)

i) To discuss how Council can assist St Mary's Priory in regards to ongoing grounds maintenance and agree any actions.

106. One Voice Wales

i) To consider taking part in a pilot to help test and develop the upcoming self-evaluation toolkit for community and town councils in Wales ([explanatory letter attached](#)).

ii) To receive and consider adoption of the [model Local Resolution Protocol for Community and Town Councils](#)

iii) To receive [correspondence re: Monmouthshire County Council Community Boundary Review](#).

107. Correspondence

i) To consider the correspondence listed in the [Correspondence Schedule](#)

ii) To consider [correspondence from Mathern Community Council regarding the use of gazebos](#).

iii) To note [response from Welsh Government re: A466 Wye Valley Link Road: Route Safety Study](#).

108. Remembrance Services 2021

i) Armistice Day: 11th November 2021 at Chepstow Castle

a) To note Monmouthshire County Council will continue the practice of previous years and fire two ground maroons in the grounds of Chepstow Castle to commence and terminate the two-minute silence at the eleventh hour of the eleventh day of November next.

b) To nominate representatives to attend the Act of Remembrance, meeting at the Castle at 10.45am.

c) To note Council's Act of Remembrance at 11am on 11th November 2021 at the War Memorial.

ii) Remembrance Day: 14th November 2021

a) To note [arrangements for Remembrance Day service](#) on Sunday 14th November 2021.

109. War Memorial

i) To note mixed responses from members of the Royal British Legion (RBL) in regards to the installation of railings around the War Memorial Gun to commemorate the 100th Anniversary of the installation of the War Memorial and War Memorial Gun on 8th January 2022.

ii) To consider how to move forward in this matter.

110. Reports of Representatives on Outside Bodies

Oral reports from members who have attended meetings as a nominated representative of the Town Council.

111. Matters Relating to the Public and Urgent Information

112. Items for Next Meeting

113. Date of Next Meeting

To confirm that the next Ordinary Meeting will be held on Wednesday 24th November 2021 at 7.00pm via Zoom remote meetings.